



HEARTLAND
CHRISTIAN
ACADEMY

Cultivating Faith, Values & Education

Student Handbook 2021-2022

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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 - Greg Ferrin

Assistant Principal for High School Operations - Dr. Tom Johnston

8th Grade Home Room Teacher - Carolyn Johannsen

6th/7th Grade Home Room Teacher - Pam Jackson

5th Grade Home Room Teacher - Ashly Kraenzel

4th Grade Home Room Teacher - Weston Gunther

2nd/3rd Grade Teacher - Alyssa Benson

1st Grade Teacher - Amy Berg

Kindergarten Teacher - Sarah Pennel

Preschool Teacher - Bryanna Solors

Paraprofessional/ Preschool - Lynda Vaughn

Paraprofessional/ Before care, Preschool, Lunch Room Monitor - Sierra Simonson

Paraprofessional/ 2nd/3rd Grade, Recess Monitor - Joel Saice

Paraprofessional/ High School - Holly Merschman

School Secretary - Megan Schultz

School Nurse - Lorena Wallingford

School Board

Board Chairwoman - Debra Steele

Vice Chair - Jerry Vaughn

Treasurer - Seth Van Dyke

Secretary - Erin Folland

Board Member - Dan Hovestol

Board Member - Paul Bishop

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 an Association member. Each family has no more than two voting members per family.

PARENT-TEACHER ASSOCIATION

The organization is a group of parents filling the gap between staff responsibilities and desired extra benefits for students and teachers.

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.

Lunch payments must be kept current.

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 (children are welcome to come to the work day but their hours are not counted toward the required fee) 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 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/TARDY POLICY

School attendance and arriving on time is necessary for adequate learning. Students will be marked tardy when they arrive after the official school day begins at 8:35 a.m. It is required that the parent/guardian accompany the student to check them into the school office and explain the reason for the tardiness. If the student is tardy five or more times the principal will contact the parent/guardian. If tardiness continues, the family will be required to meet with the principal.

STUDENT ABSENCE

Parents/guardians should call the school by 9:00 am 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. Parents or guardians whose students have seven consecutive unexcused absences will be considered truant and will be required to meet with the principal and teacher to review the student's performance and determine if academic credit can be given. If a student is ill for seven or more days they will be required to provide a doctor's slip in order to return to school. 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. The staff will have homework ready for that day by 4:00. In the event the student will be absent due to a family vacation, a minimum of two weeks notice is required to the teacher to prepare makeup work.

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.

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.

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.
 - i. Backpacks and lockers are subject to random checks by the principal.
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.

Respectful Behavior Plan

On Wednesday and Thursday, the first week of school, the principal will be spending the Bible time with all students to teach and implement the Respectful Behavior Plan for HCA for the year. Once rules have been established and defined, teachers will follow the outline below.

Discipline Procedure

1. Teachers will redirect the student who breaks one of the school rules of the Respectful Behavior Plan in class.
2. If the behavior continues, the student will be sent to the principal. The student then loses recess privilege for the day and does Character Correction work with the Bible Teacher.
3. If the same student continues to display the same behavior over a period of time, then the parents and student will meet with the principal.
4. 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

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 4th - 12th 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.

Students are expected to dress appropriately at ALL SCHOOL FUNCTIONS. Their appearance should reflect modesty, neatness and cleanliness and in conformance with one's biological sex. The following guidelines apply:

Attire that is modest, not revealing and appropriate is the rule at school:

- No crop tops, no matter what is worn under them. No tops showing cleavage.. Tank tops, transparent shirts, open/cold shoulder tops, yoga pants, jeans with rips or holes, pajama pants, oversized clothing,

mesh on leggings above the knee do not follow our dress code.

- All undergarments must be covered at all times
- Shorts (both for males and females) and skirts would be mid-thigh length.
- Leggings must be worn with a shirt, skirt or dress that is mid-thigh length. Prek to 3rd graders are excluded from this rule.
- Jeggings or fitted pants must be worn with a shirt that covers the buttocks at all times. Prek to 3rd graders are excluded from this rule.
- Clothing - t-shirts, hoodies and jackets with pictures or logos must be consistent with Christian values.
- Head coverings are not to be worn in the school building.
- Two pairs of shoes: one for inside and one for outside. Inside shoes are to remain at the school.
- If a student doesn't have a pair of indoor shoes they will be sent to the office. They are not allowed to wear outdoor boots or socks indoors.
- One pair of outdoor shoes must have a closed toe.
- Sandals must have a strap around the heel, flip flops are not allowed.
- Students are required to come equipped with suitable winter clothing.
- If a teacher believes a student is in violation of the dress code policy in any area, that student will be sent to speak to Ms. Jacksen privately.
- A student dressed inappropriately will not be allowed back into class until the clothing is deemed appropriate.

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

Dress Code Prek - 3rd Grade

- Skirts should have shorts or leggings underneath
- All of the above guidelines still apply to Prek - 3rd grade

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 and or wind-chill is at or below 20 degrees or if there is any snow on the ground; all students must wear snow pants, boots, hat, gloves, and a proper winter coat. If a student does not have the clothing he/she needs; they must immediately report to the office. If the temperature or wind chill is below zero, the principal will cancel outdoor activities.

Students on the playground after school with or without parents **MUST** follow all the same rules. Parents may allow their child to play on the playground before or after school but must be on the playground supervising their child.

All students are expected to:

1. Respect and obey the playground supervisor.
2. Recess is a time for staff prep time; your students must not be loitering in the school.
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. Students must be in the fifth grade or above to use the zipline and rings.
6. There is **NO** physical contact unless you are tapping someone in a game of tag.

7. No climbing trees or equipment not meant to be climbed.
8. Do not enter the woods and play where the playground supervisor can watch students.
If a ball goes in the trees, tell the playground supervisor who will get it for you.
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. No throwing sticks, stones, snowballs or clothing.
12. Ask permission to use the basketball court and baseball field across the road (5th -8th grade).
13. Use clean, polite and kind language. Excessive screaming and yelling should be avoided.
14. NO substitutions for swear words: Including but not limited to 'freaking, frikking, f'ing, crap, dang it.
NO using God or Jesus in a casual way (i.e. not using 'Oh, my God.....')

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 English Standard Version, ESV, 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.

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. Textbooks will be numbered and assigned to students and students will be responsible to replace textbooks if damaged.

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 in to the staff at the beginning of school and may be picked up at the end of the school day. 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. Backpacks or bags will be subject to random checks by the Principal.

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

- No gum during school hours.
- If students bring candy to school, it must remain with their lunches until lunch period.
- No soda pop or other caffeinated drinks are allowed by students.
- Special parties, birthday celebrations or other events may merit the sharing of candy or treats at school.

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.

Illnesses

A child MUST be kept home if any of the following apply:

Please see our Health Guidelines for more in-depth Illness information.

- Temperature of 100° or more without fever reducing medications
- Vomiting or Diarrhea - must be symptom free for 24 Hours
- Strep Throat - on Antibiotics for 12 hours
- Whooping Cough - on Antibiotics for 5 days
- 24 hours from start of Antibiotics for other contagious illness unless with a Doctor’s note (excludes Ear Infections, Pink Eye, and Above)
- Significant Covid Exposure - remain home until negative covid test
- Positive Covid Test -parents refer to their health care provider for their recommendations
- When in Doubt, keep them home

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.

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.

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 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 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. HCA asks that parents use discretion in choosing snacks for the whole class. Treats must be store bought and not homemade.

School Hours

The HCA school day begins officially at 8:35 a.m. and concludes at 2:55 p.m for 1st - 12 grades. Pre K and Kindergarten students must be picked up promptly by 2:50. Students riding the bus will board the bus at 3:00. Students not riding the bus after school will wait in their classrooms until released to their parents (or other authorized person) after 3:00. 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 8:25 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 for 3 - 12 grades 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 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.

Grades Prek - 3rd Grade will use a boomerang folder, a signature will be required each night by a parent. Grades 4th - 8th will be using daily planners. Grades 4th - 6th will require a daily signature by parents.

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.

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. All visitors must wear a nametag the entire time they are in the building.

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.

Medications:

ALL Medication that is to be administered during school hours must be kept in the Health Office, and has to have the proper Authorization Form filled out and signed by the parents/guardians/healthcare provider. Please see the office for the form for either NON-PRESCRIPTION or PRESCRIPTION medications that are to be administered.

A responsible student may be permitted to self carry medication that is needed for urgent or emergency use, such as inhalers. The parents/guardians are responsible for filling out the Medications Forms on these self carry

medications. If the student uses their self carry medications they are to report when used to their Classroom Teacher or School Nurse.

Health Guidelines for decision making: WHEN to send or keep your child home from school.

Fever: If a student has an elevated temperature of 100 degrees or more **before** taking fever reducing medication, the child is to be kept at home. If a child develops a fever of 100 degrees or greater at school or child care, parents will be called to come and pick up their child.

Tylenol and Ibuprofen are similar medications that help bring a fever down, but it doesn't mean that the child is still not sick. Often temperatures rise throughout the day. A slight fever in the morning may get much higher by noon. With a borderline temperature (99-100), children may feel quite ill, so please **use your judgement before sending your child to school if their fever is less than 100.**

** If a Medication is given at home **prior** to the start of the school day you must notify the school by alerting your child's teacher or calling the school office. Please give the reason for the medication administration, e.g. fever, pain, cold symptoms, ect. This is a safety issue for the possibility of consecutive doses that may be given at school or to let the staff be aware of possible pending illness.

Vomiting and Diarrhea: Keep them HOME! Vomiting and Diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep home until they are symptom free for at least 24 hours after the last episode.

Antibiotic treatment: Individuals are usually no longer infectious 24 hours after starting a course of antibiotics, this time period may vary. Please check with your Health Care Provider for the specific time frame that is acceptable for your child's return to school.

Strep Throat: The new guidelines for Strep Throat is to keep the child home for 12 hours after the start of antibiotics. Your child may still be "under the weather" and not able to perform the activities needed to be in school, please keep them home until they are well.

Whooping Cough (Pertussis): Students need to stay home a full 5 days of antibiotic treatment.

Pink Eye (Conjunctivitis): Is usually viral and will infect both eyes. If symptoms are persistent please see your healthcare provider. No need to miss school. Conjunctivitis is usually in the classification of a cold, so good hand washing needs to be practiced.

Head Lice: Head Lice infestation is associated with limited morbidity but causes a high level of anxiety among parents of school-aged children. Lice do not hop or jump, they can only crawl. It is advised that hats and combs are not shared with family members and other students to prevent the spread of head lice or nits. Please notify the school if your child has head lice and/or nits. If head lice and/or nits are found on your child during school hours, Parents/Guardians will be called to come and pick up their child, treat the head lice that day so the child

can return to school the following day. It is also **not** recommended that children be excluded from school or miss school due to head lice or nits for consecutive days. (Information taken from the American Academy of Pediatrics 2015)

Pamphlets for treating Lice and Cleaning are available through the school. Please notify the nurse for information.

Keeping Healthy: During the flu and cold season it is important to get adequate sleep, drink plenty of fluids and eat a healthy diet to help keep your bodies and your loved ones healthy!

Heartland Christian Academy Health and Safety Plan 2021-2022

**(NOTE: the following is subject to change via new recommendations and current data at any time.)

The following plan is based on a “Healthy Only” framework for Heartland Christian Academy campus(s). This framework requires parents and employees to ensure that only healthy individuals are permitted on campus. The school facilities will receive increased levels of cleaning and sanitizing, but there would be minimal disruption to typical classroom routines.

Athletics:

- Per District 31 standards

Cafeteria:

- Students will continue to bring their own lunches to school.
- There will be no refrigeration available for use.
- Hot lunch will be served to the students on the designated days. (Pizza, vegetable, fruit)
- The cafeteria will be sanitized after each use.

Cleaning and Sanitation:

- All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes and paper towels.
- Hand sanitizing stations will be placed outside classrooms and used before entering each time.
- Common areas including the cafeteria will be cleaned and sanitized by staff throughout the day.
- Teaching staff will disinfect door knobs, light switches, doors and any heavily used surfaces in their assigned room.
- Janitorial staff will be responsible for cleaning and disinfecting the entire facility.
- If a case of covid appears on the campus we will conduct a school wide cleaning.

Water:

- Water fountain wiped down regularly
- Students in grades Kindergarten through 8th grade may bring their own water bottles labeled with their name and will be able to refill their water bottle when empty.
- Pre-K will have Dixie cups for drinking water.

Health Screening Waiver:

- Parents and employees must complete a waiver at the beginning of the school year with required signatures releasing Heartland Christian Academy of any liability in regards to Covid-19.

Distancing:

- Class size will be kept at a maximum of 17 students.

Watch for Symptoms:

People with COVID-19 have a wide range of symptoms reported; ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If illness is suspected please see your healthcare provider and follow their guidelines promptly, will be notifying the school of a positive covid screen, strep throat or any other contagious disease. Returning to school per your physician's advice.

- If a student has a fever of 100+ degrees or higher or appears too ill to be in school the parent will be contacted and directed to pick their student up.
- If a student/staff has had a significant covid exposure they will be required to have a covid test staying home until they receive results. (significant exposure is being within six feet of individuals with a positive covid result for fifteen minutes or more).
- If a student/staff has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Lost and Found:

- All lost items will be secured in lost and found where the items will be held for one week. After one week, items will be donated to a local charity.

Face Coverings:

- Face coverings will not be required, however if the parent is more comfortable to have your child masked, please do so.

Personal Items :

- All personal items must be **labeled with the student's name** (i.e., water bottle, notebooks, backpacks outdoor gear).
- Preschool blankets will go home weekly for laundering.

Drop off and Check out:

Students will be released at 2:50 for PK-K allowing them to exit the building before 1– 8 students are released at 2:55.

- Please plan for prompt pickup of your student at the Main building lower door for PK, K, and 4th Grade students and Playground door for 1st, 2nd, and 3rd grade students.
- Outside of normal release time parents will call the office to request their child to check out. The child will be released when the parent is visible at the Main building lower door.
- 5th grade students will be released to parents by the double doors or to the bus.
- 6th-8th grade students will be in the hallway and will be released to parents or to the bus.

Classroom:

- Upon entering the classroom students will sanitize their hands.
- Kindergartners and Pre-K students will wash their hands at the sink in their rooms.

Transportation:

- School District 31 Guidelines

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.

Revised 8/2020