

I	1	20/200
A M	2	20/100
T H E	3	20/70
W A Y T	4	20/50
H E T R U	5	20/40
T H A N D	6	20/30
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T H E L I F E	7	20/25
J O H N 1 4 : 6	8	20/20
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NHCA 2019 – 2020 HANDBOOK



NORTH HEIGHTS CHRISTIAN ACADEMY

“All your children shall be taught by the Lord, and great shall be the peace of your children.” Isaiah 54:13 – NKJV

STATEMENT OF NON-DISCRIMINATION – North Heights Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial aid program, athletic, and other school-administered programs.

NHCA STAFF

Principal – Jeff Taylor	Band – Bruce Felt	MS lead teacher, chapel – Kristin Fink
Assistant Principal & MS – Ginger Montezon	K3, computer – Jenn Lindahl	MS – Karen Plath
Secretary – Lisa Lanzi	K5 – Jessica Goodwin	MS algebra – Cindy Urban
Athletic Director & grade 1 – Corinne Castano	Grade 2 – Elissa Phenequer	Maintenance – James Horton
AK, aide, computer – Terri Knudson	grade 3 – Krista Deurloo & Corrie Stanway	Custodian – Dev Olson
Art – Molly Maqstadt	grade 3 – aide – Leena Callan	Aide – MaryBeth Wasiloski
Music – Anna Unger	grade 4 – Brenda Gilie	Kitchen – Cindy Magnusson
PE – Corrie Stanway	grade 5 – Diane Drake & Kari Johnson	Kitchen – Cindy Younga
Librarian – Doreen Knudson	grade 5 – Jane Tramm	

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI) – NHCA is a member of ACSI, www.acsi.org.

NORTH HEIGHTS LUTHERAN CHURCH (NHLC) – NHCA is sponsored by NHLC www.nhlc.org.

NeHi CHRISTIAN PRESCHOOL & CHILDCARE (NeHi) – NeHi is sponsored by NHLC; call 651.797.7938.

PURPOSE – NHCA exists to assist parents with the intellectual, physical, and spiritual teaching and training of their children.

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

STATEMENT OF FAITH

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

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

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

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

OBJECTIVES

- To teach love and respect toward the Bible as the inspired and only infallible, authoritative Word of God. *2 Timothy 3:15*
- To provide opportunities for students to confess Jesus Christ as Savior and Lord. *Romans 10:9-10*
- To teach the truth of God's Word so students will recognize false doctrine. *Ephesians 4:14*
- To teach biblical character qualities and provide opportunities for students to demonstrate them. *1 Samuel 16:7, Gal. 5:22*
- To help students to develop self-discipline. *Proverbs 15:32*
- To teach students to respect and submit to authority, from God's perspective. *Romans 13:1-7*
- To teach students to keep God's Word in their heart through memorization. *Psalms 119:11*
- To help students develop their God-given talents. *Psalms 139:13-16, Romans 12:6*
- To teach students to serve others. *Philippians 2:1-4, Galatians 5:13*
- To teach students physical fitness and good health habits. *1 Corinthians 6:19-20*
- To teach students to read, write, speak publicly, listen, and problem solve. *Proverbs 1:8-9*
- To teach students to develop good study habits. *Ezra 7:10*
- To teach students to reason logically from a biblical perspective. *1 Peter 3:15, Romans 12:2*
- To teach good citizenship through an appreciation of our Christian and American heritage. *1 Corinthians 10:11*
- To cooperate closely with parents in every phase of the student's development as it relates to the program. *Romans 15:5*
- To encourage parents in their duty to educate their children spiritually, morally, socially, & academically. *Proverbs 22:6*
- To strive for excellence in all areas of our lives: spiritual, academic, social, and physical. *Philippians 3:12-15*

ADMISSIONS

REGISTRATION – Registration begins online with TADS. Children need to be re-registered each year.

NHCA reserves the right to deny renewal of a student's registration for reasons of academic and/or behavioral performance, lack of parental adherence to the school's policies, or for unmet financial obligations.

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

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

REGISTRATION & STATE OF MINNESOTA TEXTBOOKS USAGE AND HEALTH SERVICES – Each year the state of Minnesota authorizes local public school districts to loan textbooks, standardized tests, and individualized instructional materials to pupils attending nonpublic schools. These materials must be secular in nature and designed primarily for individual use by the pupils. In addition the state of Minnesota authorizes the local school districts to allow pupils attending a nonpublic school to access district pupil health services. Completing the registration process is understood as evidence that you give permission for NHCA to purchase textbooks and secure pupil health services (school nurse) on behalf of your child with this state fund.

MEET WITH THE PRINCIPAL – Prior to admission parents meet with the principal.

SCREENING TEST – Children new to NHCA are given a screening test. Kindergarten and 1st grade children will be given the Brigance K & 1 Early Childhood Screen. 2nd through 8th grade children will be given the Wide Range Achievement.

PROBATION FOR NEW STUDENTS – New students are considered on probation the first year at NHCA.

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

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

SPECIAL EDUCATION – NHCA strives to offer the best possible education for each child. There are times when we are unable to provide the kind of program that will meet the needs of a particular child.

HEALTH RECORDS – Before admission complete medical information is needed for each child.

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

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

FINANCIAL INFORMATION

FINANCIAL OBLIGATION CONTRACT – Completing the registration process is understood as your financial obligation contract. Payments are expected by the due date on your billing statement. If action is instituted to collect any past due amount, you will be responsible to pay all costs and expenses, including reasonable attorneys' fees as allowed by law.

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

TUITION MANAGEMENT – All tuition accounts are managed by TADS.

2019-2020 TUITION – North Heights Christian Academy is a ministry of North Heights Lutheran Church. *North Heights Lutheran Church believes and is committed to the importance of a CHRISTIAN EDUCATION, and we invest in each child annually with a \$1,500.00 grant.

K5 days – 8 th grade	Tuition	*NHLC Subsidy	Parent
1 st child rate	\$7430	\$1500	\$5930
2 nd child rate	\$6837	\$1500	\$5337
3 rd child rate	\$6244	\$1500	\$4744
4 th child rate	\$5651	\$1500	\$4151

K3 days	Tuition	*NHLC Subsidy	Parent
1 st child rate	\$5414	\$1500	\$3914
2 nd child rate	\$5058	\$1500	\$3558
3 rd child rate	\$4702	\$1500	\$3202
4 th child rate	\$4347	\$1500	\$2847

PAST DUE ACCOUNTS – Payments are expected by the due date on your billing statement. If action is instituted to collect any past due amount, you will be responsible to pay all costs and expenses, including reasonable attorneys' fees as allowed by law

FINANCIAL AID – All financial aid is managed by TADS. Parents must re-apply each year by March 1st.

TUITION & EARLY WITHDRAWAL FROM ENROLLMENT – Tuition installments are non-refundable from the first day of the month. Any portion of a month in attendance is calculated as a full month's charge. If you have prepaid your child's entire annual tuition and you withdraw your child from enrollment during the school year, you will be reimbursed only for the whole months not used.

Please inform the teacher and school office two weeks in advance, settle all financial obligations, return all NHCA property, leave a forwarding address and new school address, and collect your child's personal belongings.

ATTENDANCE

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

From 8:00 to 9:00 AM and again from 3:00 to 3:30 PM, Monday thru Friday. You will need to use your fob to enter. Each family will be issued one free fob. Additional fobs are \$5 each.

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

SUPERVISION OF CHILDREN – Children who arrive before 8:40 AM or who remain on school grounds past 3:20 PM must be signed-in to Academy Kids, unless accompanied by a supervising adult. Children who are not part of carpool need to be signed-in to Academy Kids. Teachers supervise children from 3:10 to 3:20 PM while children wait for their transportation. At 3:20 PM all remaining children are signed-in to Academy Kids.

ABSENCE – Parents are requested to notify the school office when their children are absent. If you email your child's teacher to report an absence be sure to copy the school office. Parents are encouraged to make medical appointments outside of school hours. Whenever possible, parents are encouraged to schedule family vacations & outings around the school calendar. Children absent for 30 days or more in one school year may be required to repeat the grade.

HALF-DAY ABSENCE – Regardless of the reason, children arriving after 9:30 AM, leaving before 2:30 PM, or gone during the school day for any academic period longer than 40 minutes are marked absent ½ day. Children absent ½ day must obtain an admission slip from the school office before entering their classroom.

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

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

EARLY DISMISSAL – Adults picking up a child before 3:10 PM need to send a note to the teacher with the pick-up time and who will be picking up the child. The person picking up the child needs to go to the school office to sign-out the child. Office staff will call the child's classroom to have the child dismissed.

HEALTH

MEDICATIONS – All medication will be administered under the direct supervision of the office staff. Parents need to complete a Medication Policy & Administration Document (obtained from the school office) for all over-the-counter (OTC) and prescription medication to be dispensed at school. A parent signature is also required. All prescription medication dispensed at school requires a physician's signature. Our office staff can answer other health questions. Any medication administered to your child on a daily basis for longer than two consecutive weeks requires a signed explanatory note from your child's physician.

ILLNESS PREVENTION – Coughing and sneezing into one's sleeve and washing hands with soap and water before eating and after using the restroom help to prevent the spread of infections.

STUDENT HEALTH @ School – If your child is unwell at school, yet does not manifest any obvious symptom of illness, we will use the following approach:

1. Depending on the severity, your child's teacher will first try to manage your child's symptoms within the classroom. This usually includes a period of rest or quiet time at your child's desk or in a quiet area of the classroom. If your child is unable to participate in normal classroom functions, your child may be sent to the office.
2. When sent to the office, a child's temperature is taken. If the temperature is within normal limits, the child is allowed to rest and kept under observation. At the end of the rest period, the child is encouraged to return to the classroom. If the same child returns to the office for a second time during the same school day, the child's parent will be notified.
3. At times a child may manifest symptoms of an illness that require immediate isolation for the protection of others. You will be contacted if symptoms are observed that might suggest a serious communicable illness. A student who has a temperature of 99° or greater, undiagnosed rash or discharge, diarrhea, vomiting, or head lice will be sent home.

STUDENT HEALTH @ Home – Sometimes symptoms of an illness are not obvious. Please use a conservative approach to all symptoms of illness. A low-grade fever (99 to 100°) accompanied with a persistent cough, can be the symptoms of a more serious illness like bronchitis or pneumonia. When this occurs, please keep your child home longer than usual for recovery and contact your doctor. There are other times when it is clear that your child is ill. The obvious signs of illness include a temperature over 99°, vomiting, diarrhea, unexplained rashes, or rashes associated with communicable diseases. Please do not send your child to school if any serious signs of illness occur at home.

Your child needs to be fever and symptom free for 24 hours before returning to school. Please notify the school office if your child has been ill with a serious or highly contagious illness. If your child is taking antibiotics, there must be at least 24 hours from the first dose before returning to school.

LICE – Periodically NHCA staff will check students for lice. If lice are found on your child during the school day, you will be notified to pick-up your child. Your child will be kept from other children until picked up. Your child will be readmitted when all nits are removed from your child's hair. Your child will be checked in the office before being readmitted.

INJURIES – A child with an injury is assessed by the supervising staff member first. If deemed necessary the child is sent to the school office for: 1) further assessment and treatment, 2) notification of the parents for head injuries or other serious injuries, and 3) treatment of minor injuries with cleaning, bandages and/or cold packs.

MEDICAL QUESTIONS – If you have any medical questions please email the school nurse at nhca.nurse@nhca-school.org.

IMMUNIZATIONS – Minnesota School Immunization Law (Minnesota Statutes, Section 121A.15) <https://www.revisor.mn.gov/statutes/?id=121A.15> requires that all children in school must have proof of required immunizations, or a notarized statement objecting to immunizations based on medical or personal reasons. The month, day, & year of each vaccine is required to be in the student's health file. You may submit a copy of your child's immunization record from your medical clinic, or a copy from home. If you plan to object to immunizations, contact the school nurse for the appropriate form to complete for school.

For a complete list of the required vaccinations and when the vaccinations need to be obtained please refer to the following Minnesota Department of Health website: <http://www.health.state.mn.us/divs/idepc/immunize/schedules.html>.

INSURANCE COVERAGE – NHLC carries student accident insurance. Your family's insurance company is the primary insurer of your children. NHLC's insurance is the excess or secondary insurer. For more details, contact the office.

COMMUNICATIONS

INFORMATION SENT THROUGH THE SCHOOL – Information sent through NHCA must first be reviewed and approved by the principal.

PERSONAL INVITATIONS – All personal invitations should be given to the classroom teacher for distribution.

NHCA COMMUNICATIONS – Regular NHCA communications are sent via Jupiter.

NON-CUSTODIAL PARENTS & School Communications – Non-custodial parents need to request school communications from their child's teacher.

VISITS DURING THE SCHOOL DAY – If you must speak with your child while class is in session, please check-in with the office.

PARENT/TEACHER CONFERENCES – Parent/teacher conferences are scheduled twice a year, once during the first semester and once during the second semester. For any additional conferences, please schedule an appointment. Teachers are unavailable at the beginning and end of the school day and during their preparation time.

USING THE RIGHT COMMUNICATION – While sending an email is an efficient way to communicate it is not a good way to transmit emotion-laden messages. Sometimes emails sent in haste are regretted. If you have a concern, schedule a meeting.

EDUCATIONAL INSTRUCTION

CURRICULUM – We use curriculum from Christian and secular publishers that offer the best educational opportunities and a Christian worldview. Specific grade level curriculum information is given by the teacher at our Parent Orientation meeting each fall. For additional curriculum information, we ask that you make an appointment with the classroom teacher or speak with the assistant principal.

ALTERNATE MATH PLACEMENT (AMP) – AMP is our Alternate Math Placement program. Teachers in grades 1st – 8th align their math classes to be held at the same time each day so that participating AMP students can take math classes at an appropriate level. Students are recommended by teachers to be part of the program.

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

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

STUDENT ABSENCE & ASSIGNMENTS – Teachers are not required to provide assignments in advance of your child's absence. No homework is available before school on the day of a child's absence.

VACATIONS & ASSIGNMENTS – There are rare times when a family vacation must be scheduled during the school year. If you are planning to take a vacation during the school year please notify the school office and your child's teacher at least one week in advance. Missed assignments will be completed upon your child's return to school. Students will be allowed one day's grace per day of absence to turn in make-up work.

When given a one week notice, teachers will try to accommodate requests for work ahead of time and have as many assignments as possible ready the day before your vacation.

REPORT CARDS – Report cards are issued at the end of each quarter. Grades and assignments for 4th through 8th grades can be obtained from your **Jupiter** account.

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

ACADEMIC PROBATION – Students, whose cumulative academic average is below 70%, may be placed on academic probation. Parents will be notified by the teacher to set up an appointment with the principal. Students placed on academic probation will be given a period of time to show improvement.

PROMOTION AND RETENTION – Your child's final report card will indicate one of the following:

- **Promotion** – your child's academic percentage is equal to or above 70%.
- **Conditional Promotion** – your child will be accepted into the next grade providing certain conditions are met.
- **Retention Recommended** – the teacher suggests that your child be retained.
- **Does Not Meet the Standards for Promotion** – your child's total academic percentage is at or below 69%.

GRADUATION STANDARDS – To graduate an 8th grader's total academic percentage must be equal to or above 70%.

STANDARDIZED TESTS – Standardized tests will be administered to each student in grades 1st through 8th. Your child's results will be placed in a plastic sleeve and sent home the last day of school.

FIELD TRIPS – The Field Trip Parent Permission Form needs to be completed and returned before a child goes on a field trip. Field trip fees are normally not refundable.

TEAM EVENTS – Each year the student body, kindergarten through 8th grade, is divided TEAMS. Each 8th grader serves as the leader of a TEAM. TEAM events are scheduled throughout the school year and include activities like service projects, classroom activities, and the TEAM Olympics.

SCHOOL BAND – Bruce Felt from *Eckroth Music* comes each week to teach participating 4th through 8th grade students various instruments for band. 30 minute small group lessons and 30 to 45 minute band rehearsals provide students with valuable instruction. The band program is optional and is paid directly to *Eckroth Music*. Parents are responsible for making monthly payments, providing their child with an instrument, and purchasing the necessary lesson books. For more information please contact brucefelt.651@gmail.com.

AWARDS

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

Academic Merit	3.15 – 3.49 GPA (no D or F)	no Ns for art, computers, music, or PE
Academic Honor	3.50 – 3.79 GPA (no D or F)	no Ns for art, computers, music, or PE
Academic Scholar	3.80 – 4.00 GPA (no D or F)	no Ns for art, computers, music, or PE

CHARACTER AWARDS – At the end of the school year each student receives a Character Award (listed below).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLOTHING

DRESSING FOR WEATHER CONDITIONS – All students have daily outside recess except when the wind chill falls below zero or it is raining.

LABELING – Please label every item of clothing or equipment your child brings to school. Unclaimed items will be kept in the school's Lost & Found. Lost & Found items will periodically go on display. Unclaimed items will be donated to charity.

DRESS CODE GUIDELINES – Neatness, Appropriateness, and Respect are the goals of NHCA's dress code guidelines. Working toward these objectives through a dress code rather than a uniform system intentionally leaves students a measure of choice and individuality. While NHCA policy attempts to be very clear, individual choice may also leave some grey areas in decision making.

As a general rule, an outfit a parent or student questions at home is generally best left at home. Come to school dressed for school. Together we will create a school culture that thrives without inappropriate and distracting clothing choices. When a student's clothing is considered outside of the guidelines, and knowing how sensitive this issue can be for students, our first and only step will be to discuss the issue with parents through email or conversation to bring about a solution.

The following guidelines will help parents and children pick the right clothes for school and learning.

1. Writing or images on clothing should reflect Christian ideals. Clothing should be free of writing or distracting images on the buttocks.
2. All tops must be able to be tucked in. Skin at midriff level and cleavage should be covered. Modest tank tops and sleeveless shirt are allowed. Please no undergarments showing.
3. The length of skirts, shorts, and dresses should be near the finger tips while arms are at one's side.
4. When wearing leggings & skin tight pants, 3rd – 8th graders must wear a top that covers the buttocks and upper thigh.
5. 6th – 8th graders are allowed to wear hats indoors. Hoods should be off while indoors.
6. Clothing with holes can be worn as long as the skin that is showing abides by the rest of the dress code guidelines.
7. Extravagant hairstyles are distractions. Hair should be kept from covering the eyes.
8. Athletic shoes are required for indoor and outdoor physical education classes.

CONDUCT & BEHAVIOR

HALLWAYS – Everyone is expected to walk in all areas of the school building except in the gym during physical activities. Students are expected to be quiet in the halls.

DISCIPLINE – It is our aim to maintain a level of conduct that will create an environment suitable for learning for all students. We teach children to be accountable and responsible for their behavior through logical consequences so that eventually they will become self-disciplined adults. Every staff member is responsible for maintaining good discipline.

STUDENT CONDUCT TALLIES – Students in K - 5th grade start each day with four tallies. The teacher will determine when tallies are lost.

STUDENT REFERRALS – Referrals to the principal are issued for losing all tallies in one day, for repeated, or serious offenses. Parents will receive a copy of this form. The progression for accumulated referrals during the school year is:

1 st referral = sent to principal	3 rd referral = 1 day suspension	5 th referral = 2 days suspension & probation
2 nd referral = sent to principal	4 th referral = 2 days suspension	6 th referral = expulsion

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

- A Time Out
- A Writing Assignment
- A Suspension – served at home or in the school office (to be determined by the principal). A signed form will be sent home stating the reason for and duration of the suspension. A suspended student may not participate in any school activity from the time the suspension begins until the time the student is allowed to return to class. Unless stated otherwise by the classroom teacher, all assignments and tests a student misses due to the suspension will receive a zero.
- Behavioral Probation – A student having serious difficulty adapting to our social program will be placed on behavioral probation. A student who does not improve may be expelled.
- Expulsion – When a student is a constant behavioral problem, continues to be a negative influence, or commits a serious moral, ethical, or legal offense, this student may be expelled. Expulsions are reviewed by the School Board.

PEACEMAKERS© / Matthew 18 Conflict Resolution

Reprinted or adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, Ken Sande (Baker Books, 3d ed., 2003). © Peacemaker® Ministries. www.Peacemaker.net http://www.peacemaker.net/site/c.aqKFLTOBpH/b.932025/k.E794/Policy_for_Using_and_Teaching_Copyrighted_Material.htm#sthash.lzwjLDm.dpuf

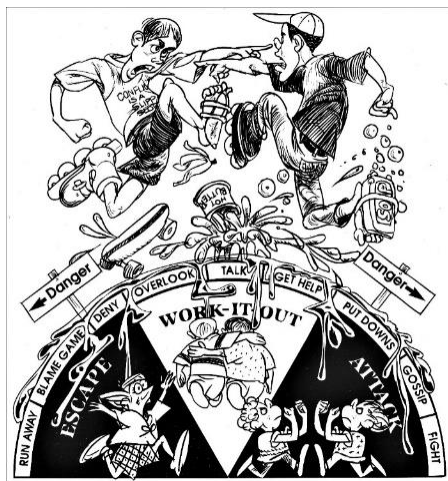
STOP THE BLAME GAME – stop blaming someone else – stop covering up what you did wrong – stop making excuses for doing wrong or not doing right – stop pretending that something you did is not your fault – stop lying about what you did

THE FOUR PROMISES OF FORGIVENESS – I promise to think good about you & do good for you – I promise I will not bring up this situation to hurt you – I promise I will not talk to others about what you did – I promise to be friends with you again

THE SEVEN A's OF CONFESSION – Address everyone involved (all those affected) – Avoid if, but, and maybe (excusing your wrongs) – Admit specifically (Both attitudes and actions) – Acknowledge the hurt (showing sorrow) – Accept the consequences (make restitution) – Alter your behavior (change of attitudes & actions) – Ask for forgiveness

THE FIVE A's FOR RESOLVING CONFLICT – Admit specifically both attitudes and actions – Acknowledge and express sorrow for hurting someone – Accept the consequences – Ask for Forgiveness – Alter your attitude and actions

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



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

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

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

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

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

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

CONCILIATION

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

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

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

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

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

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

BULLYING

The biblical illustration of relationships is found in John 15:12: “My command is this: love each other as I have loved you.” Philippians 2:5: “In your relationships with one another, have the same mindset as Christ Jesus.” From time to time conflict can occur. As part of living in a sinful world, bullying can result when we do not always relate to others as we should or when people try to exert power and influence over others. Our response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God’s image. Romans 12 3-6: *“For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others. We have different gifts, according to the grace given to each of us.”*

HARASSMENT

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

NUISANCES

PHONES & ELECTRONIC DEVICES – With a staff member’s permission, students may use NHCA or NHLC telephones. Students are not allowed to bring cellphones or other electronic devices to school or **ANY SCHOOL FUNCTION**. Student cellphones will be “stored” in the principal’s office and retrieved by the parent. Students may not bring any electronic devices to any NHCA function without the teacher’s consent.

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

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

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

STUDENT TRANSIT

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

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

1. Please pull completely into a parking space or pull into the waiting line.
2. Never leave your car unattended while in the waiting line. Please move forward in line as the cars in front exit.
3. All students will be taken to the North Entrance. There is no student pick-up at the East Entrance or Horseshoe.
4. All students wait in the student waiting area or near the building.
5. Please limit your cellphone usage to times when children are not present.
6. At 3:20 PM children are escorted to Academy Kids. Supervising teachers are not available for conferencing.

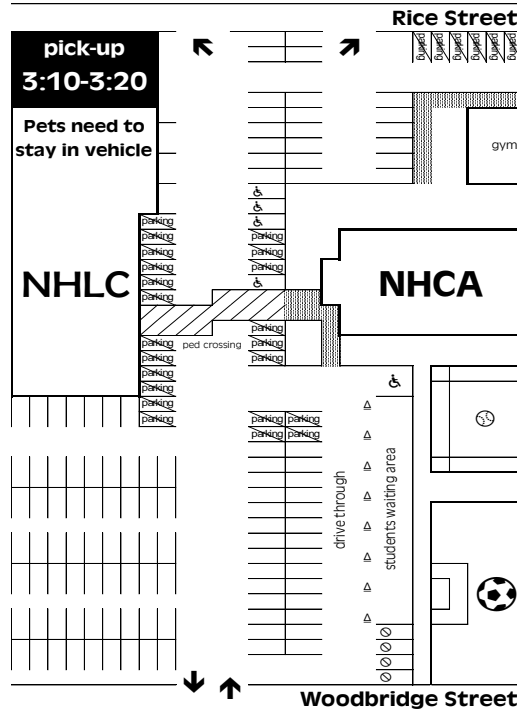
WAITING IN THE HALLWAYS – Please do not wait for your child in the hallways when school is dismissed.

VOLUNTEER-DRIVER INFORMATION – Parents volunteering to drive students for extra-curricular activities should be aware of our school’s policy concerning the use of private vehicles for transportation. NHCA requires all volunteer drivers to meet the following standards:

1. Driver’s License – Each driver must have and carry a valid, current driver’s license.
2. Seat Belts – Each vehicle must have working seat belts for each occupant. Each driver must see that seat belts are properly used by each occupant. All Minnesota State Laws must be followed with regard to securing children in passenger seats. All children aged 12 and under should ride in the backseat. Go to the following website for more information: <https://dps.mn.gov/divisions/ots/educational-materials/Documents/cps-growth-chart.pdf>.

3. Insurance – Each driver must carry proof of auto insurance. The policy must be current and cover personal liability of all occupants. A volunteer driver is liable for all occupants of his or her vehicle. NHCA highly recommends that drivers have minimum liability insurance of \$500,000 for all occupants.
4. Background Check – Each driver must have on file with NHCA a current background check form. Background checks are good for three years.
5. Emergency Medical Form – Each driver must carry the *Emergency Medical Forms* of the students in his or her vehicle.
6. No Videos or Video Games – While driving NHCA students no videos or video games are allowed in transit.

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



DISTRICT 623 BUS SERVICE

District 623 provides NHCA's parents and staff with the locations and times for each bus stop in Roseville School District. District 623 coordinates schedules and routes for all public and private school within its boundaries. During the first few weeks of school please be patient as route changes, schedule changes, and drivers who are unfamiliar with their routes cause delays.

All bus students are dismissed at 3:10 and picked up around 3:15 PM. Bus schedule changes may impact the entire school in terms of starting or dismissal times. We work hard to keep adjustments to a minimum. If you have any questions regarding the bus please contact Centerline Charter Corporation, Roseville Office 651.482.1794. If you have any questions regarding bus routes or bus safety please contact the Roseville Area Schools Transportation Department at 651-635-1638.

HAVING A GUEST RIDE YOUR CHILD'S BUS – If you plan to have a guest ride the bus home with your child, permission notes need to be sent by you and the guest's parent to NHCA to allow the guest child to ride the bus home. An NHCA staff member will deliver the permission notes to the bus driver. No guests may ride the bus without written permission.

BUS SERVICE REIMBURSEMENT – If you are transporting your child by car from outside of District 623 boundary lines, your home district may, in some cases, reimburse you for mileage traveled from your home to your district boundary. You can obtain a Parent Request for Transportation Reimbursement Form from the school office. All requests must be made prior to September 1. You must submit a new request each year.

BUS STOP PROCEDURES – Students should arrive at their stop no more than five minutes before the scheduled arrival of the bus. They will need to wait for the bus in a safe, courteous manner. Safety means staying out of the street and not playing games near the traffic. Courtesy means being respectful of private property near the bus stop and not pushing in line.

Parents are responsible for their child's behavior and safety; to and from the bus stop, prior to entering and immediately after exiting the bus.

Bus transportation is a privilege extended by the Board of Education; it is not a right. All students are required to obey bus conduct rules which are in place to protect the safety and well-being of all students. Failure to observe these rules may result in the loss of bus privileges.

Bus company policy states that parents are not allowed to enter and/or ride a school bus except when chaperoning school field trips.

BUS RULES

Responsibility – Immediately follow directions of your driver. Obtain permission before riding on any bus to which you are not normally assigned.

Respect – Talk quietly and use appropriate language. Show respect for all other riders: no fighting, harassment, intimidation or horseplay.

Care of Property – Treat the bus with respect (no writing or harming seats/windows).

Safety – Behave safely. Sit in your seat facing forward. Do not put our arms or hands out of the windows. Do not throw objects. Keep your arms, legs, and belongings to yourself. Keep aisle clear.

Best Effort – No eating or drinking on the bus. Referrals from the bus driver may result in parent being contacted or bus suspension as determined by staff.

BUS SAFETY GUIDELINES

1. Be ready for the bus at the scheduled time. Bus times are set based on the streets that they run on and with a standard loading time. If a student is late to the stop, the bus will be late to all the rest of the stops and to school.
2. Wait until bus is stopped before moving toward the bus and getting on. Often students get anxious as the bus arrives, so they run forward while the bus is still moving. This is a dangerous practice because a student could fall in front of the bus.
3. After getting on the bus, go to a seat, sit down, & stay seated. Law requires students to be seated while a bus is moving.
4. Remain quiet on the bus, so you don't distract the driver. While the bus is moving, kids often talk, and that is OK unless it gets too loud. When the bus is loud the driver can't hear important things like sirens or train whistles, or can be distracted and miss something important like a stoplight, or a car coming from another direction.
5. Do what the driver tells you to do. The driver is in charge of the bus, and sometimes has to tell students to be quiet, or to sit down, or to wait to get on or off of the bus. The driver is trying to keep students safe.
6. Know your bus numbers. Make sure that you get on the right bus. The bus which takes a student to school may be different from the one that brings the student home.
7. Be ready to get off the bus when it gets near your stop, but don't get up until the bus stops at your stop. Many times young students get so involved in a conversation or the ride that they forget to watch for their stop. When they arrive they aren't ready to pick up their back pack and get off of the bus. This delays the bus and makes everybody else late. If the student misses his or her stop the bus has to go back to the stop, making the bus late to all the other stops.
8. After getting off of the bus, walk away from the bus. Don't stay near it. If you have to cross the street, go at least 5 big steps in front of the bus, and wait until the driver waves for you to cross the street. Never go back to the bus after you get off of it. If you drop something, wait until the bus is gone, and then get your mom or dad to go with you to get it. This is the area where most students' fatalities occur. The three key points are to go 5 big steps in front of the bus, wait until the driver tells you to cross, and never go back to the bus.

FOOD

REGISTERING FOR HOT LUNCH – All lunch orders and payments are processed online at www.boonli.com. By registering you agree with all the NHCA lunch policies including late orders, cancellations, and forgotten lunches. Hot lunch is \$4 per lunch and milk is \$0.30.

Lunch Orders – All orders must be placed prior to 8:00 AM on day of service. There are no same day orders after 8:00 AM.

Forgotten/Emergency Lunches – Students should inform the staff member on duty. NHCA will provide a juice box & crackers. Jimmy Johns on Rice Street is less than one half mile from NHCA and they deliver. Their telephone number is 651.291.5000.

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

FOOD ALLERGIES – Please notify the school office and your child's classroom teacher if your child has any type of food allergy.

SHARING FOOD – For health and safety reasons, only with staff permission are students allowed to share food with other students. With permission students may share lunch items with students who have no lunch.

LUNCHES FROM HOME – Students bringing lunches from home, needing refrigeration, should use cold packs, as students do not have access to a refrigerator. For safety & health reasons, students do not have the use of a microwave.

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

TREATS FROM HOME – Please check with your child's teacher before bringing treats to school. Bring only "store-bought" food in its original wrapping if you are bringing food to share.

ACADEMY KIDS (AK) – Rm 115 – tax ID# 41-083-2485

AK HOURS – Academy Kids is open from 7:00 to 8:40 AM and from 3:10 to 6:00 PM, Monday through Friday, during the school year. There is no supervision for children arriving at school before 7:00 AM.

AK FEES – Academy Kids fees are assessed each month according to the usage. The fee is \$2.50 per ½ hour. You are charged for any part of a ½ hour used. Your charge will be included in your monthly statement. It is important for parents to accurately sign-in during morning AK and sign-out from afternoon AK. Parents will be billed \$5 per ½ hour per child picked up past 6:00 PM.

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

AK SIGN-IN & SIGN-OUT – Before school sign-in takes place at room 115. After school sign-in takes place in the dining room. All signing-out takes place in room 115. Please remember to sign or initial the space provide on the attendance sheet each time you sign your child in or out of Academy Kids.

AK CLOSED – AK is closed for all NHCA holidays. Holidays and ½ days are marked in gray on the *Academy Kids Attendance* sheet.

NOTIFYING THE TEACHER – If your child does not usually attend AK please notify your child’s teacher if you plan to send your child.

WHEN AK FEES ARE WAIVED – Academy Kids fees are waived only for the following reasons: a student’s parent is on campus for school business, a student is waiting to be tutored, or a student has missed the bus.

AK SUPERVISION – All kindergarten through 8th grade students who arrive before 8:40 AM and/or remain after 3:20 PM must be signed-in to Academy Kids. Unattended children will be signed-in to Academy Kids.

AK & STUDENT HELPERS – Students who help a teacher after school must first sign-in to Academy Kids and parents will be charged. Teachers have been instructed that students should not be left unattended in a classroom at any time.

SAVE BOX TOPS FOR EDUCATION

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

MOMS IN PRAYER

Moms in Prayer meets Thursday mornings from 9:00 to 10:00 AM. For more information go to www.momsinprayer.org.

LIBRARY

LIBRARY GUIDELINES – Materials Support Judeo-Christian World View – If exceptions exist, it is to compare/contrast with the truth of the Bible. Examples include books on world religions, where the other world religions/cults are contrasted with the truth of scripture.

Sexuality – Books for all ages on human sexuality/body books are located on upper bookshelf BEHIND the checkout desk. Some books on purity, waiting for marriage to be sexually active, that do not go into detailed description of anatomy or human body processes are on the general shelves.

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

Fantasy – The general principle is to have only Christian authors, UNLESS the author’s point of view agrees with the Judeo-Christian world view, such as *The Wizard of Oz*. Good must be represented as good, evil represented as evil, adults presented as good role models, and no spells are taught.

Swearing/Taking the Lord’s Name in Vain – We strive to have all books free from crude language. There are a small handful of books that contained maybe a dozen words considered to be swearing/taking the Lord’s name in vain, that a black Sharpie has been used to delete the offensive words in the text. These are rare exceptions, but those few titles were deemed worth keeping in the collection with the swearing redacted.

Violence – Violent behavior does exist in the Holy Bible, so it is difficult to say all books will not contain violence. Even the Bible would need to be banned. The Lord commanded the Israelites to destroy entire people groups as they conquered the land of Canaan. Books on various wars in history do talk about the terrible human cost to war. The general guideline is violence is not the way to solve conflict. However, there are moral reasons for fighting: defending the weak, fighting evil (Nazism is an example), and self-defense.

SCHOOL BOARD

Members – Chairman – Steve Pheneger, Ron Goodman, Mary Fonken-Holden, Jon Haakenson, Jack Paulson, Ralph Tellefsen, and David Weber. The Senior Director of Finance and Security – John Oldfield and Principal – Jeff Taylor are ex officio members.

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

PARENT TEACHER FELLOWSHIP – PTF

President – Lindsay Christie, **Vice President** – Kristen Haakenson, **Secretary** – Jessica Newville, and **Treasurer** – Sarah Richter

ATHLETIC PROGRAM

CATHOLIC ATHLETIC ASSOCIATION (CAA) – North Heights Christian Academy is a member of the Catholic Athletic Association. A complete directory of CAA schools and directions can be found on the Internet at www.stpaulcaa.org.

PURPOSE AND PARTICIPATION – Our athletic program provides all 5th-8th grade students an opportunity to: be part of a team, improve their skills and physical condition, learn rules of the game, and exhibit godly attitude. While we encourage athletes to play their best to win, in the spirit of our NHCA culture, all team members will be included and play in each game. (See game playing time below.) The athletic director will determine which sports will be offered each season depending on student interest and coach availability.

CONTRACTS & FEES – Parents must sign, agree to abide by, and support the principles of the NHCA Athletic Program Agreement Contract. There is a participation fee per child, per sport. Parents are responsible for purchasing sports uniforms which are kept by you.

TRANSPORTATION – In general, NHCA parent volunteers transport student athletes to off campus events. Your signature on the Athletic Contract indicates that you give permission for your child to travel in a volunteer's vehicle.

DRESS CODE – Student athletes should follow the dress code listed below. No jewelry is to be worn during practices or games. All jewelry is the student's responsibility. Practices – Student athletes are to be prepared for each practice. This means wearing athletic clothing and shoes. Students without athletic clothing may be kept from practicing. Games – Student athletes are to wear the entire NHCA athletic uniform, including athletic shoes, on game days. Students without complete uniforms may be kept from traveling to and participating in games.

ELIGIBILITY FOR ATHLETICS – Student athletes must commit to attending all practices and games. Student athletes may be "benched" for poor practice or game conduct. Parents will determine academic eligibility.

SCHOOL ATTENDANCE AND GAME PARTICIPATION – Children absent ½ day or a full day may not participate in any extra-curricular event on the day of the absence. Any exceptions are made by the athletic director.

SUPERVISION OF STUDENTS – All student athletes will be under the direct supervision of the coach at all times. Students must be picked up immediately following practices and games and checked out with the coach. Any students that remain on the campus of NHCA past the scheduled event will be checked into Academy Kids.

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

GAME PLAYING TIME – NHCA coaches at the 5th/6th grade level are expected to give each player similar playing time and 7th/8th grade coaches are expected to give each player a dignified playing experience, which includes time and situation, each game according to the following criterion:

1. **Christ-like Attitude:** At NHCA we strive to have a Christ-like attitude in the classroom, at practice, and in the game. Integrity and honor is doing what is right in spite of what others are doing. Student athletes will be evaluated on their attitudes during practices and games. If a student is a source of distraction during practices he or she will not play as much in the games.
2. **Outstanding Attendance:** If you want to play more in games you must attend every practice. If you cannot be at a practice you must personally inform the coach.
3. **Ability:** Not all students have the same ability. The student's ability and performance will be a factor in determining playing time. Students with less ability must work harder at practice to improve skills.
4. **Hustle:** Students will be evaluated on their effort and intensity during practices and games.
5. **Game Situation:** The coach will make all final decisions as to the amount of game playing time. The amount of time each child will play in any given game is not guaranteed. We insist that parents not make participation suggestions to the coach before, during, or immediately after the game. Suggestions regarding game participation or strategy should be made at a convenient time for the parent and the coach. Please make an appointment with the coach, not the athletic director or principal.

SPORTSMANSHIP (Code of Conduct) – Please remember to keep a Christ-like attitude at all times. Regardless of the game situation, all students, parents, coaches, and fans must conduct themselves in a respectful and mature manner.

ATHLETIC REFERRAL SYSTEM – Coaches will use the athletic referral system to take disciplinary action with students. All referrals are sent to and processed by the athletic director. With the first referral, consequences will be given by the athletic director. The second referral results in the student being "benched" for one game. The third referral means that the student is suspended from all practices and games for three weeks. The fourth referral means that the student is removed from the team. Students must have the referral form signed and turned in to the athletic director before returning to the next practice or game.