

*High Desert*  
*Christian Academy*

Student Handbook  
2022-2023



PO Box 1453  
Prineville, OR 97754  
541 416-0114

## TABLE OF CONTENTS

Letter to Parents	1
Purpose of Education	2
Philosophy / Statement of Faith	3
Admissions Policy / Procedures	4
Payment Schedule	5
Past Due Account	6
School Withdrawal/Discipline	6
Cheating /Search and Seizure	8
Missing/Late Assignments	8
Illegal Acts/Detention/Suspension	9
Expulsion	10
Disciplinary Procedure	12
Dress Code	13
Attendance	14
Excused Absences	15
Unexcused Absences	16
Tardiness	17
Truancy and Forged Excuses	17
General Information	18
Lost and Found / Personal Belongings	19
Bad Weather Conditions	19
Student Arrival and Dismissal	20
Sick Student	20
Medical Guidelines	20
Visitors / Open Campus Policy	21
Display of Affection	21
Parent Teacher Fellowship	21
Extracurricular Activities	22
Lockers	22
Anti-Bullying Policy	22

# High Desert Christian Academy

## STUDENT HANDBOOK

Dear Parents and Students,

We believe that our school is truly “the school that God built.” As we plant God's seed into our students' hearts, we hope that someday, if not today, they will go out to be a light in our community and the world. Our objective in establishing this school is to be obedient to the scriptural imperatives of Deuteronomy 6:5-7:

“ . . .love the Lord your God with all your heart and with all your soul and with all your might. And these words which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons.”

Our mascot is the Warrior. Through the Apostle Paul, we are urged to put on the armor of God—also called the “armor of light” - in order to fight and prevail in this spiritual battle. We are arming our students with the armor of God, armed with righteousness and knowledge.

Attendance at High Desert Christian Academy is a privilege, not a right. Our goal is not to reform, but to train Christian youth in all aspects of their lives. Our desire is to help raise an army for God that will bring His kingdom to our community and the world.

At High Desert Christian Academy, we desire to minister to the whole child and help him grow mentally, physically and socially to his full potential. We stand for the gospel of the Lord Jesus Christ and the highest standards of morality and Christian behavior.

We eagerly look forward to having the opportunity of serving you and your family at HDCA.

In God we trust,  
Maggie Hale  
Administrator

***The Heart of Education is Education of the Heart***

## **PURPOSE OF EDUCATION**

Wisdom is the principle thing; therefore get wisdom:  
and with all thy getting, get understanding. Proverbs 4:7

Wisdom is the ultimate end of all learning. In order to get wisdom, we must go through a process which involves: knowledge (an exposure to facts and information); understanding (coming to a realization of what they mean to us); and finally, wisdom (being able to take what we know, understand it and apply it to our life).

It is our purpose at High Desert Christian Academy to bring to each student wisdom. Wisdom must begin with the knowledge of God because the Bible tells us in Proverbs 1:7 that “The fear of the Lord is the beginning of knowledge.” Therefore, our first responsibility is to help each child come to the saving knowledge of Jesus Christ. That is the cornerstone upon which the rest of their education will be based.

Our program, laid upon this cornerstone, has four sides. Our curriculum and instructions are:

1. Christ-Centered: because in God all things have their beginning and in Him they have their true meaning.

2. Bible-Based: because the Bible is our guide for leading us in a life that will be joyful and productive.

3. Student-Related: because we value each student and treat him/her as if he/she were our own. Each student is encouraged to achieve his/her full potential academically, physically, socially, and spiritually.

4. Life-Centered: because we are helping to train children for a lifetime. We see that our responsibility goes beyond just the time they are with us, but on to eternity. We are here not only to give them an education through academics, but also an education in righteous living that will bless them for eternity.

## **PHILOSOPHY**

Our philosophy is to educate children, who want to learn, in a strong academic program that is geared for average to above average students. Godly principles will be taught and applied in their lives. Respect and honor will be shown to the teachers, staff and fellow classmates.

We are committed to provide an educational environment that stresses a high level of academic excellence and to promote the mind of Christ into our daily living.

We consider ourselves an extension of the home. We exist to help parents meet their God-given responsibilities in training their children. The scriptures state that a threefold cord is not easily broken (Ecclesiastes 4:12). We believe this is a picture of our effort: the parents, students, and teachers making up that threefold cord.

“Jesus increased in wisdom and stature and in favor with God and man.” Luke 2:52

We are dedicated to the principle that a balanced education is based on the Word of God. We encourage the student’s growth spiritually, mentally, physically and socially, both as an individual and as a contributing member of society.

## **STATEMENT OF FAITH**

We believe and teach:

1. That the Bible is the inspired and only word of God.  
II Timothy 3:16 & 17; John 17:17
2. That there is one God, eternally existing in three persons; God the Father, Son and Holy Spirit.  
Genesis 1:1; Colossians 1:17
3. That Jesus Christ is God in human form.  
Acts 4:12; John 1:1-3, 14
4. That Jesus died for our sins and rose again.  
I Corinthians 15:3-4
5. That we need to accept Jesus as our personal Savior.  
Ephesians 2:8-9

6. That our Lord and Savior Jesus Christ is returning again.  
Acts 1:11; Revelation 20:1-6
7. That the Holy Spirit is active in our lives, helping us to become conformed to the image of Christ...  
Ephesians 1:13

## **ADMISSIONS POLICY**

It is the goal of High Desert Christian Academy to provide the finest Christian education possible. With this goal in mind, the following admissions policy has been established:

1. Parents and students must agree with the goals, philosophy, regulations and statement of faith of the school and be willing to support the administration from the home.
2. Regular attendance in a local fundamental church is strongly recommended for all students and parents.
3. Students who have developed a contempt for High Desert Christian Academy or the Christian way of life will not be admitted.

High Desert Christian Academy admits students of any race, color or national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. We do not discriminate on the basis of race, color or national and ethnic origin in administration of our educational policies, admissions policies, and other school-administered programs.

## **ADMISSIONS PROCEDURES**

1. Pick up an admissions package from the school office.
2. Complete and return an application for each child, accompanied by an application fee, previous report card, photocopy of last year's achievement tests, a copy of immunization records and a copy of birth certificate for children entering kindergarten or previously home-schooled.
3. Schedule an interview with the principal. Parents and any child entering grades Preschool - 12 must attend the interview.

4. New students may be tested to help determine their academic level.
5. Fees, including registration, course fee, and the first month's tuition must be paid before the student is enrolled.

### **2022-2023 PAYMENT SCHEDULE**

<b>REGISTRATION:</b>		After May 1
One student-	\$100.00	\$110.00
Two students-	125.00	135.00
Three students-	150.00	160.00
Four students-	175.00	185.00

**COURSE AND SERVICE FEE (Due July 1):**

Preschool	\$155.00 per student per year
Explorers	270.00 per student per year
Kindergarten	170.00 per student per year
Kindergarten Full Day	270.00 per student per year
Grades 1-5	270.00 per student per year
Grades 6-8	305.00 per student per year
Grades 9-12	345.00 per student per year

**TUITION (Due August 1):**

GRADE	Annual Cost	10% Discount for additional student(s)
*Preschool	\$2,800.00	\$2,520.00
*Preschool/Explorers	4,950.00	4,455.00
Kindergarten	2,600.00	2,340.00
Kindergarten Full Day	3,950.00	3,555.00
1st through 5th	3,950.00	3,555.00
6th through 8th	4,100.00	3,690.00
9th through 12th	4,700.00	4,230.00

\*Snack Fee for Preschool is \$10.00 per month / Explorers \$20.00 per month.

Tuition payment has two options:

Yearly or 10 monthly payments (beginning August 1 - May 1)

The tuition for any student entering after September 30 will be prorated.

The Yearbook cost is \$40. Yearbooks are handed out on the last day of school.

Visa, Discover, and Mastercard is accepted.

Families enrolling more than one Student will receive a 10% discount on each additional family member. Full tuition will apply to the student that has achieved the highest-grade level and a 10% discount will be applied to the tuition of each additional student. This discount will apply to immediate family members only. By September 1 a student must be 5 years old in order to enter Kindergarten or 3 years old and potty trained to enter Preschool.

***ALL REGISTRATION AND FEES ARE NON-REFUNDABLE***

**PAST DUE ACCOUNT:**

A past due account may result in the student being suspended until the account is brought current. All delinquent accounts will be brought before the school board for consideration of student suspension. All tuition payments are to be made before the final month of school expires. No student will be allowed to begin the school year who has a delinquent account from the previous year or a previous school. Tuition is due on the first day of each month. A \$25.00 service charge will be added after the 10th of each month.

Report cards will not be given to students who have a balance due on their account.

**SCHOOL WITHDRAWAL:**

All students withdrawing for any reason must fill out a withdrawal form, which shall be effective when delivered to the school. If a withdrawal comes after the first of the month, the parent is responsible for the complete month's tuition.

Please Note: If a high school student is expelled or withdrawn during the school year they may lose their credits. Acceptance of departure grades or credits is up to the school the student transfers to.

**DISCIPLINE POLICIES**

Problems occur with regularity in any school. At High Desert Christian Academy, this is a way God brings growth and maturity. The Christian School exists to support your home. Your support of the school is essential to the success of our program. Students will bring many stories home about school incidents which may be



problematic. Proverbs 18 says that “the first to present his case appears right until another comes forward and questions him.” It also says that “He who answers before listening--that is his folly and his shame” (verses 17, 13 NIV). The first step in solving a problem is to get both sides of the story. You can accomplish this by talking with the person concerned (usually the teacher involved) and with him or her only. Parents can easily solve most school problems at this level. If not, then our Administrator will be happy to help you. Should administrative mediation be unsuccessful, an appeal may be made to our school board for assistance.

High Desert Christian Academy is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform them. We are here to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their role.

High Desert Christian Academy is dedicated to the training of students in a program of study, activity, and living that is Bible based and Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept a given responsibility to “walk honorable before all men”. A discipline is maintained which is firm, consistent, just, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. Good behavior must come from the heart and not be the mere conformity to man-made regulation.

Students of this school, whether on or off the school grounds, are expected to refrain from engaging in cheating, swearing, fighting, gambling, theft, vandalism, possession and/or use of tobacco, alcohol, narcotics, weapons and/or dangerous instruments. Students who participate in such activities are subject to suspension and/or expulsion.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.

When a student’s attitude is not in accord with school policies or principles, the

student will be placed on probation and the parents or guardian will be called for a conference. If the Administration feels the situation has not changed within two weeks, parents or the guardian will be asked to withdraw the student.

### **CHEATING/PLAGIARISM POLICY:**

The teacher will notify parents and administration when a student is suspected of cheating/plagiarism. The student will receive an "F" or "0" for that particular test/assignment resulting in a possible detention or suspension. Any repeated offense could result in expulsion.

### **SEARCH AND SEIZURE:**

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating, or is about to violate either the law or school rules and regulations, the administration may search students and their possessions on school grounds and any school property assigned to them. Any evidence of such violation may be seized. The scope of the search must be reasonably related to circumstances initially justifying the search.

### **MISSING/LATE ASSIGNMENTS (PINK SLIPS):**

Missing and late assignments will be issued a pink slip. The total points possible will drop each day that the assignment is past due. The grading scale is as follows:

One day late = 70%

Two days late = 50%

Three days or more = 0%

If a student accumulates 3 total pink slips, a detention will be assigned. This rule applies within each class, not the overall number of pink slips a student may have accumulated.

Teachers will have the ultimate discretion as to how work not completed on time will be graded. Grace can be given on a case by case basis.

## **ILLEGAL ACTS:**

High Desert Christian Academy is regulated by all Oregon State Laws. If a student reveals information that in the Administration's opinion and discretion raises concerns for the safety and/or emotional stability of the student, that information may be revealed to appropriate officials and/or the parents. Any illegal act will be reported to the appropriate authorities. Examples of illegal acts are: theft, vandalism, fighting, possession and/or use of tobacco, alcohol, narcotics, weapons and/or dangerous instruments. Any student involvement in the above could result in suspension or expulsion. Restitution will be made by student and/or the parent or guardian.

## **DETENTION:**

1. Any offense meriting a written referral will result in a detention.
2. A written referral will be sent home noting the day and reason for detention.
3. Parents must sign the referral and return it to the school for students to be readmitted to class.
4. Detention will be served for one hour after school

Detention will be assigned for minor infractions which include, but are not limited to, the following:

1. Classroom discipline problems
2. Homework violations
3. Classroom rule violations
4. Inappropriate language
5. Defacing school or church property
6. Overt displays of affection
7. Lying or cheating

## **SUSPENSION:**

Suspension is a temporary denial of a student's right to be on the school campus, attend classes or participate in school activities.

The suspension process is as follows:

1. Parents or guardian will be contacted and informed of the reasons for suspension. If they are unable to be reached by phone, a letter and email will be sent home.
2. The student and parents or guardian will meet with an administrator before the student is reinstated to school.
3. Students may be allowed to make up work missed while on suspension, at each teacher's discretion.
4. There will be NO refund of tuition for time missed.

Automatic suspensions may be given for more serious offenses. This would bypass the first two phases in the outlined Disciplinary Procedure; the student would then be starting at Phase 3 of the Disciplinary Procedure. These violations include but are not limited to the following:

1. Any and all fighting may result in a two-day suspension
2. Blatant disrespect or physical abuse shown to any faculty member
3. Theft or vandalism
4. The use of alcohol, tobacco or drugs
5. Endangering other students and/or school property.

Any defacement of school property incurred by a student will be the financial responsibility of said student and parent/guardian.

If a student receives five (5) detentions in one quarter, it may result in a one-day suspension. If they receive a sixth detention, it may result in another one-day suspension, with a parent, student, and administration conference. If there is a seventh detention, it may result in an expulsion from HDCA.

#### **EXPULSION:**

Expulsion is considered for repeated and/or serious violations of the High Desert Christian Academy policy. Expulsion is the revoking of a student's privilege to

attend High Desert Christian Academy. The expulsion process is as follows:

1. The student will be suspended from school by the administrator until all parties have gathered the necessary information to make appropriate decisions.
2. There will be a review of information by the administration and board.
3. A hearing will be held by the administration and board with the student and parents.
4. No portion of monthly tuition will be refunded for a student dismissed by expulsion.
5. An expulsion means that the student is barred from returning to school. The length of expulsion will be determined by the administration and the school board.
6. Expelled students may reapply for admission, and upon evaluation by the administration and board, may be readmitted on a probationary basis.

**Grounds for possible expulsion:**

Students represent the school and our Lord twenty-four hours a day. Poor conduct reflects badly on the testimony of the school and is justification for expulsion no matter where it occurs. Students will be expelled for serious offenses which include, but are not limited to, the following:

1. Extreme disobedience. Rebellion against authority as in constant or steady infractions and lack of regard for the code of conduct as prescribed in this handbook.
2. Profanity / immoral gestures / pornography
3. Arson
4. Immorality / premarital sex
5. Fighting
6. Use or possession of alcohol, tobacco products or drugs
7. Physical abuse to teacher or adult supervisor.
8. Possession of a gun, knife, explosive device or any other of type weapon at school.
9. Theft/Stealing

Any defacement of school property incurred by a student will be the financial responsibility of said student and parent/guardian.

## **DISCIPLINARY PROCEDURE**

All discipline at High Desert Christian Academy will follow the Disciplinary Procedure as follows:

1. Students and parents will receive written notices of violations. These violations will carry with them the consequence of a suspension. Being that behavioral problems can be very dynamic in nature when it comes to a child's state of heart/mind and the specific violation/s occurring, there is no set threshold of violations that will trigger the student being moved into Phase 2 of the Disciplinary Procedure. The decision to move the student into Phase 2 of the Disciplinary Procedure will come from several considerations: the severity of the violation(s), the reoccurrence of the violation/s, the student's attitude, and ultimately at the teacher/staff discretion.

2. Phase 2 of the Disciplinary Procedure consists of a written Contract or Performance Improvement Plan between the student, staff and parents. The Contract will outline and clearly define the violations the student has committed, the desired behavior change, and a time frame of when the students behavior will be reevaluated to see if they have successfully adhered to the Contract. Again, the scope and length of the Contract will be dependent on several considerations: the severity of the violation(s), the reoccurrence of the violation(s), the student's attitude, and ultimately at the teacher/staff discretion. Failure to adhere to the Contract satisfactorily will result in the student moving into Phase 3 of the Disciplinary Procedure.

3. In Phase 3 if the contract is not adhered to the student will be expelled. During this phase the parents and student may request a meeting with the School Board.

This entire procedure is designed in such a way that the student, parents and staff members will engage in clear channels of communication so that the student will clearly understand the expectations and be successful.

***ALL DISCIPLINARY ACTION IS LEFT TO THE DISCRETION OF THE SCHOOL BOARD AND ADMINISTRATION. THE DECISION OF THE BOARD IN ALL DISCIPLINARY ISSUES IS FINAL!***

## **DRESS CODE**

The appearance of any student is the primary responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is conducive to the educational process and a positive Christian testimony. Any student improperly dressed will be sent to the office by their teacher. The student will call home to have proper clothing brought to school.

### **CLOTHING SHOULD BE:**

1. Honoring to the Lord. We show honor to Christ in all our ways, including our attire.
2. Modest in appearance.
3. Neat, clean, and in good repair. Clothing is to be free of offensive odor, with tears mended.
4. Worn with good health and safety in mind. For example, clean socks must be worn, shoe laces must be tied.
5. All clothing must fit properly and not be oversized more than one size that currently fits the student. It must not be tight fitting.
6. Conducive to positive Christian and academic environment (no questionable artwork, phrases, words, or messages promoting a questionable lifestyle).

### **SPECIFIC GUIDELINES:**

**BOYS:** No tank tops are allowed or bare midriff showing. Waistbands must rest on waist - no low rise.

Hair is to be clean, combed and well-trimmed. Hair should not cover eyes or face. Hair should be of modest length. No extreme hairstyles. No multicolored hair or punk style cuts are allowed. Must be of moderate style. If the Administration determines a hairstyle to be inappropriate and/or distasteful, a modification will be required immediately for the student to remain in school.

Necklaces (or ID chains) are permitted. Small earrings are allowed. Body piercing, or visible or new tattoos are NOT permitted.

**GIRLS:** No tank tops, bare midriff clothing, off the shoulder styles, extremely tight or low-cut clothing is allowed.

Waistbands must rest on waist - no low rise.

Dress or skirt length must be no more than two (2") above the top of the knee.

Leggings may be worn but only if shirt is mid-thigh length.

Earrings and necklaces are permitted -- body piercing and visible or new tattoos are NOT permitted.

Hair is to be neat and clean. Hair should not cover the eyes or face. No multi-colored hair or punk style cuts are allowed.

Exceptions in certain circumstances will be reviewed by the Board/Administration.

### **SOME SIMPLE GUIDELINES ARE GIVEN BELOW:**

Shorts may be no more than 3" above the top of the knee. Shorts must be loose-fitting.

Shoes must be appropriately laced and tied and worn at all times.

For safety reasons, students in grades Preschool - 5th grade (or anyone using playground equipment are not allowed to wear flip-flops, shoes or sandals without a heel strap.

Hats may not be worn in the school building.

***ANY QUESTIONABLE SITUATION WILL BE BROUGHT BEFORE THE ADMINISTRATION***

## **ATTENDANCE**

Regular attendance is one of the most important factors in the success of a student. High Desert Christian Academy expects its students to make attendance a top priority each and every school day! It is important to emphasize prompt class attendance and that only serious circumstances should be cause for absence. Absences may affect a student's grade in a given class.



## **EXCUSED ABSENCES**

HDCA follows the Statute 339.065 of Oregon Law

The principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

An absence may be excused by the principal if such absence was caused by the pupil's sickness or in the case of an emergency. The principal may excuse absences for personal reasons where satisfactory arrangements are made in advance.

Excused absences include: personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or providential hindrances.

HDCA is concerned about the number of absences accumulated. A student may be able to do the academic work and make passing grades, but what is missed in classwork and discussion cannot be recovered. After a person has missed twelve (12) days in a quarter (excused or unexcused), a conference with the parent and a student will be necessary.

For illness, a doctor's note may be required. If there are other reasons for the excessive number of absences, they will be considered during the discussion. Irregular attendance can result in the termination of the student.

Parents or students who are absent may check RenWeb after 3:30 p.m. to get their homework. If you have problems or need help accessing RenWeb please call the office. If you need to pick up student books please call the office first.

A student who has an excused absence shall be given number of days absent plus one (these days include weekend days) to make up the work for full credit.

Some classroom assignments are difficult to make up, such as discussions and physical education. For these, teachers may offer an alternative procedure for students who miss school on excused absences.

Determining the legitimacy of an absence rests with the school administration.

### **Pre-Arranged Absences**

A pre-arranged absence includes family vacations and other situations where the planned absence has been brought to the staff's attention beforehand. A pre-arranged absence will not be treated as an unexcused absence.

Students and families are strongly encouraged to give at least 24 hours of notice for each day that they plan on being absent, i.e. 72 hours notice for 3 school days missed. However, if this is not possible; a minimum of 24 hours notice will be required. This will allow time for teachers to gather the appropriate course work to be given to the student in advance.

Students will be expected to practice good stewardship and complete all work prior to returning to school. In order to prevent the student from falling behind, it is very important that all work be completed on time.

Teachers will have the ultimate discretion as to how work not completed on time will be graded. Grace can be given on a case by case basis.

### **UNEXCUSED ABSENCES**

An unexcused absence will include oversleeping, lack of planning or an absence that has not been prearranged.

A teacher will permit students to make up class work that was missed during an unexcused absence. A student turning in their assignments on the day they return will receive full credit. Any assignments turned in after that day will be treated as late/missing assignments (see page 8).

The students who miss class with an unexcused absence shall not have the option to make up lost classroom participation points. Unexcused absences will be up to the discretion of the Administration.

Following an absence, the student must bring a written note from parent or guardian explaining the absence.

## **TARDINESS**

It is essential that students learn habits of promptness to school and to class, realizing that frequent tardiness is cause for concern.

Tardiness affects the entire class and must be kept to a minimum. Each student will be in his/her classroom when the time for class begins. All students must come to class fully prepared with the materials needed for class. A student is tardy if he/she is late or unprepared. Tardies are excused for the following reasons: illness, appointments, late bus (verified with the transportation office) or a family emergency. Final decision on excused tardies lies with the Administrator. Students late for school must report to the office.

Repeated tardies will not be tolerated. An important part of a child's education is learning discipline and the ability to take responsibility. Parents have a most important part in helping a child to develop good habits for a well-disciplined life. We have established the following action concerning tardies to encourage our students to be prompt to school and to classes:

3 Tardies = 1 Detention

## **TRUANCY AND FORGED EXCUSES**

Truancy and forged excuses are considered to be major offenses and may result in suspension or expulsion. Truancy is defined as the unauthorized absence from a class, classroom, or other meeting place during the time that the student should be in attendance. Absenteeism will be checked by phone.

Students must make up class work that was missed during a truancy; however, no credit will be given for the make-up work.

Student's assigned class work will have to be completed before he/she may participate in any extracurricular activities.

## **GENERAL INFORMATION**

### **SCHOOL HOURS:**

#### **PRESCHOOL**

7:45 a.m. - 11:00 a.m.

#### **TRIPLE E - EXPLORERS**

11:00 a.m.-2:45 p.m.

#### **Kindergarten**

7:45 a.m. – 11:00 a.m.

#### **Kindergarten – All Day**

7:45 a.m. – 2:45 p.m.

**GRADES 1 - 6** - 8:00 a.m. – 3:00 p.m.

**Grades 7 – 12** - 8:15 a.m. – 3:15 p.m.

### **FIRST DAY OF SCHOOL**

Tuesday, September 6, 2022

### **STUDENTS MUST BE PICKED UP ON TIME**

Students must be picked up within 15 minutes of the end of school. If other arrangements need to be made, the school office must be notified ahead of time.

### **TELEPHONE**

If you need to contact your child during the day because of an EMERGENCY, please call the office. We will deliver the message to your student. If you wish to talk to a teacher, please call the school office and leave the message. The teacher will return your call as soon as possible. Students are not allowed to use the classroom phones without permission.

## **LOST AND FOUND**

Lost items may be claimed from the school Lost & Found. To help reduce the number of lost articles, attach your child's name to everything they bring to school. At the end of each quarter all articles will be discarded.

## **PERSONAL BELONGINGS**

In order to maintain an environment for learning, we ask that students not bring iPods or toys. It is preferred that cell phones not be brought to school. However, all cell phones that are brought to school must be turned off and turned in to a designated teacher.

High Desert Christian Academy will not be responsible for damage to any items that are brought to the school.

## **BAD WEATHER CONDITIONS**

Decisions regarding school delays or cancellations are made by Crook County School District in the early morning, before school, unless there is a circumstance (power outage, sewer, etc.) that happens to our school alone. Once the decision to delay and/or close has been made, we will try our best to relay that information to parents using the RenWeb's Parent Alert email and phone system. Ultimately it is the parents responsibility to find this information through local media outlets (T.V. and Radio). You can look on Z21 News and Crook County School District Website or you can call the Transportation Department.

When HDCA is closed for the day, it also means that all activities scheduled in school buildings for that day are canceled.

At times when the weather takes a turn for the worse during the day the district will announce an early release. When this happens, they will run regular bus routes on an earlier schedule. We will make sure all parents are contacted so they can make provisions for their children.

While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff. If you feel that current weather conditions are unsafe, High Desert Christian Academy respects your decision to keep your student(s) home for the day. Please follow regular attendance notifications.

When the district announces a 2-hour delay, that means there will be no morning Preschool or Kindergarten for that day. Triple-E Explorers will begin at 11:00 a.m. School will start at 10:00 a.m. instead of 8:00 a.m.

### **STUDENT ARRIVAL AND DISMISSAL**

School will begin promptly and students will be considered tardy after starting time. Please give your best effort in getting your children to school on time. Students should arrive no earlier than 15 minutes before school.

Any student leaving school early must check out through the office and will not be released to anyone except a parent or guardian. If you wish to have someone else pick up your child, you must have a permission slip on file in our office. All students leaving and then returning to the school during the day must sign out at the office, and sign in when returning. Students who fail to follow these procedures are considered truant.

### **SICK STUDENT**

Please do not send a sick or infectious student to school until all signs of infection have passed. For the protection of the other students we cannot allow an infectious student to attend class. Children must be symptom free for 24 hours before returning to school. This policy will be enforced from the office. Also, if your child has had an infectious illness, it is a good idea to inform the teacher. This will allow us to be on the lookout for additional cases.

### **MEDICAL GUIDELINES**

In instances where a student needs medical attention, the Administration will call the parent or guardian. No staff member will be allowed to administer any medicines, (including Tylenol), to any student without written parental authorization. All medicines must be kept in the office and be administered by the administration in charge. Should you find it necessary to send medication for the student, it shall be in a sealed container and clearly marked with the following information:

Doctor's Name    Name of Medication    Dosage and Time  
Prescription Number    Student's Name

## **VISITORS**

High Desert Christian Academy has a closed campus policy however, parents and family members are welcome to visit our school. Visitors are asked to make arrangements in advance with the office and obtain a visitor's pass. Anyone who does not comply will be asked to leave. Students applying to High Desert Christian Academy may visit classes at any time with an administrator's approval. Students who have not applied may visit our campus once before submitting an application.

### ***ALL VISITORS MUST COMPLY WITH HDCA RULES***

## **OPEN CAMPUS POLICY**

Students in the Eleventh and Twelfth grade (who are licensed drivers) may leave campus only during their lunch period and may not be accompanied by another student. They must have a signed parental consent form and are required to sign out before leaving and sign in upon their return. If tardiness occurs as a result of the off-campus privileges, the following actions will be taken:

**First Offense:** Student will lose their privilege for two weeks.

**Second Offense:** Student will lose their privilege for four weeks.

**Third Offense:** Student will lose their privilege for the remainder of the school year.

## **DISPLAY OF AFFECTION/PHYSICAL CONTACT**

High Desert Christian Academy has a "hands off" policy at school. Affectionate relationships are not to be displayed at the school or any school activity. Inappropriate or unwanted physical contact is to be avoided.

## **PARENT/TEACHER FELLOWSHIP**

High Desert Christian Academy has an active organization of parents and teachers who have a desire to work together to better the school. This group meets once a month. This fellowship is strictly volunteer and is open to any parent, grandparent, aunt, uncle, or community member.

## **EXTRACURRICULAR ACTIVITIES/FIELD TRIPS**

All extracurricular activities and field trips are to be considered a privilege for the students. Any student participating must agree to abide by the school policies. Each student is expected to display an attitude of good conduct and sportsmanship to all teachers, staff, and participants. To be able to participate, all assigned homework must be completed and turned in on time.

## **LOCKERS**

Students are expected to keep their lockers in good order. Nothing should be written on the inside or outside of the locker. Because many rock groups, movie stars, and celebrities do not stand for Christian values, and often oppose Biblical principles, no magazine pictures, posters, or other clippings may be displayed in lockers, binders, or as textbook covers. Students are welcome to place family/friend pictures in their lockers and notebooks.

## **ANTI-BULLYING POLICY**

Biblical illustration of relationships: John 15:12- "My command is this: Love each other as I have loved you."

Rationale: In an effort to instill biblical values and create a more loving environment, our school has adopted this policy.

From time to time, conflict can occur. High Desert Christian Academy realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate disciplinary action. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with biblical standards.

### **Definitions:**

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior,



including any threatening, insulting or dehumanizing gestures, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

Physical aggression-including hitting, punching, kicking  
Teasing or verbal abuse-including insults, name calling or racial/sexual remarks

Intentional exclusion from activities or friendship groups

The setting up of humiliating experiences

Damaging a person's property/possessions or taking them without permission

Threatening gestures, actions or words

Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering

Cyber bullying through Facebook, texting, tweeting, Instagram or other

Policy Statement:

From time to time in a community such as a school, conflict and offense can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others. High Desert Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's 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. Our policy is based on the principle that bullying is "not acceptable at HDCA." High Desert Christian Academy will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe

learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying. HDCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

Anti-Bullying and Harassment: HDCA is committed to providing a safe, caring and positive environment to enhance the learning experience and opportunities for all students. It is a violation of school policy for any student to bully, harass or intimidate another student.

**Harassment:**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or electronic means physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompass:

a. Retaliation against a student or school employee for asserting or alleging an act of bullying or harassment. HDCA prohibits any retaliation against anyone who submits a report. If the investigation determines that a violation has occurred, HDCA will take disciplinary action against those who engaged in the misconduct. Reporting an act of bullying or harassment that is not made with honest intentions is considered retaliation and may result in disciplinary action.

b. Harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to race, color, religion, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law.

Cyber-bullying means bullying through the use of technology or any electronic communication. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identify of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

1. Cyber-stalking means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic email to electronic communication, directed at a specific person, causing emotional

2. Parent means either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

### **Expectations**

Standards of student behavior are set cooperatively through interaction among students, parents or legal guardians, staff and community members.

Students are required to:

- a. conform to reasonable standards of socially acceptable behavior;
- b. respect the person, property, and rights of others;

The bullying of any student or school employee is strictly prohibited:

- a. During any school-related or school-sponsored program, function or activity
- b. While on school transportation
- c. While off campus
- d. Through the use of any computer, technology or electronic device if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school, regardless of who owns the computer, technology or electronic device or

where the computer, technology or electronic device is located.

Procedures for Reporting Acts of Bullying or Harassment: School Personnel must report all incidents of bullying to the Administration whether they personally observe the incident or learn of it by some other means. There will be an immediate, thorough, and objective investigation of all complaints.

a. The administrator, teacher or staff shall be responsible for receiving complaints of bullying or harassment.

b. All school employees are required to report alleged bullying or harassment to the administration.

c. Students and parents are encouraged to report any act of bullying or harassment to administration. Such complaints may be made anonymously, in-person or in writing.

Formal disciplinary action may not be based solely on the basis of an anonymous report. Any written or oral report of an act of bullying or harassment shall be considered an official means of reporting and shall be documented.

### **Investigation of Complaints**

The investigation of a reported act of bullying or harassment will be investigated by the administration. The investigation shall begin no later than the next school day. The investigation must include documented interviews of the victim, alleged perpetrator, and witnesses. Each individual must be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts, including, but not limited to:

a. A description of the incident(s) including the nature of the behavior;

b. The context in which the alleged incident(s) occurred;

c. How often the conduct occurred;

d. Whether there were past incidents or past continuing patterns of behavior;

e. The relationship between the parties involved;

f. The characteristics of the parties involved, i.e. grade, age, etc.;

g. The identity of individuals who participated in bullying or harassing behavior;

h. Where the alleged incident(s) occurred,

i. Whether the conduct adversely affected the student's education or educational environment;

- j. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
- k. The date, time and method in which parents or legal guardians of all parties involved were contacted.

**Prevention Practices School Wide Policy to Prevent Bullying**

- a. Clearly defines bullying behavior and provide examples (posted in classroom)
- c. Communicates rules and expectations to all students (classroom teachers)
- d. Staff communicates rules and expectations to all students
- e. Encourage students to take personal responsibility for creating a safe learning environment
- f. Make sure “hotspots” (locker room, hallways and cafeteria) have adult supervision
- g. School encourages and reinforces students' reporting of bullying incidents.

**After an investigation of the facts:**

- a. Administration will decide whether or not there has been a violation of the bullying policy based on the facts and circumstances.
- b. Referral: In conjunction with the disciplinary consequences steps may be recommended to stop the bullying or harassing behavior.
- c. A final report must be kept on file. The report must include each incident of bullying or harassment and the resulting consequences, including discipline, interventions and referrals. A report that does not meet the criteria of bullying or harassment must be kept on file.
- d. Notification to parents of all students involved shall take place on the same day an investigation has been initiated
- e. Respond and obey authority Consequences. When facts and surrounding circumstances reveal that a student has engaged in bullying, consequences can range from after school detention, suspension or expulsion. Consequences will be enforced for those who are found to have wrongfully and intentionally accused another of bullying or harassment. Retaliation against any person who makes a report of bullying or harassment will not be tolerated. Consequences for those who are found to have committed an act of bullying or harassment shall be determined by administration.

### **Counseling Intervention**

A teacher or parent may request an informal consultation with the school administration to determine the need for counseling to address the bullying or harassment that is alleged to have occurred. Victims of bullying or harassment may be referred to the Lutheran Family Service or Good Samaritan Ministries for counseling for problem-

solving techniques, support and interventions to address the needs of the victim. Perpetrators of bullying and/or harassment acts may be referred to Lutheran Family Service or Good Samaritan Ministries for counseling to determine the need for counseling and/or interventions to address the behavior of the students who bully or harass others. Example, but are not limited to anger management. Parents may also be referred to Lutheran Family Service or Good Samaritan Ministries for counseling.