



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

**NORTH HEIGHTS CHRISTIAN ACADEMY – 2701 N. Rice St., Roseville, MN 55113 – 651.797.7900 – [www.northheightschristianacademy.org](http://www.northheightschristianacademy.org)**

On behalf of the staff, school board, PTF officers, and congregation of North Heights Lutheran Church we welcome you to North Heights Christian Academy. NHCA was founded in 1987 as a Christian educational ministry of North Heights Lutheran Church. Since its beginnings, North Heights Christian Academy has continued to offer an excellent, Christ-centered, kindergarten through 8<sup>th</sup> grade educational program.

As members of this exciting and vital ministry, we hope you will explore the many ways to become involved in the education of your children. Our certified, Christian staff offers advice and expertise that goes beyond the classroom. We pray that your experience and investment at North Heights Christian Academy will be a blessing to you and your children now and for years to come.

**STAFF –**

Principal	– Jeffrey Taylor	AK, Aide, & Computers	– Terri Knudson	2 <sup>nd</sup> Grade	– Sherilyn Miller
Assistant Principal and 1 <sup>st</sup> & 2 <sup>nd</sup> Grade	– Sheila Johnson	Librarian	– Doreen Knudson	3 <sup>rd</sup> Grade	– K Deurloo & J Erickson
Secretary	– Lisa Lanzi	Chapel Director	– Kristin Fink	4 <sup>th</sup> Grade	– Brenda Gilje
Athletic Director & PE	– Deb Peterson	Band Director	– Bruce Felt	5 <sup>th</sup> Grade	– D Drake & G Montezon
Music & Drama	– Elaine Hanson	K.3days/week	– Michelle Rollerson	6 <sup>th</sup> Grade	– Jennifer Johnson
Visual Arts	– Joni Lenzen	K.5days/week	– Jane Tramm	Junior High	– Frank Butterfield
AK, Aide, & Computers	– Jonna Cross	1 <sup>st</sup> Grade	– Corinne Castano	Junior High	– Kristin Fink

**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.



**ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL** – North Heights Christian Academy is a member of the Association of Christian Schools International. ACSI is an educational organization serving Christian schools across the United States and around the world. ACSI is a full-service association designed to be a meaningful aid to the school’s educational ministry. For more information please visit their website at [www.acsi.org](http://www.acsi.org).

**PURPOSE** – North Heights Christian Academy 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*

**PHILOSOPHY** – North Heights Christian Academy provides a Christ-centered approach to education. Our program features an atmosphere which fosters, a curriculum which reflects, and faculty who embrace the living Word of God as the only infallible and authoritative guide for belief and conduct. The ultimate value of every child has been forever given by God, through the offering of His only Son, Jesus Christ.

**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, Galatians 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 school program. *Romans 15:5*
- To encourage parents in their responsibility for the spiritual, moral, social, and academic education of their children. *Proverbs 22:6*
- To strive for excellence in all areas of our lives: spiritual, academic, social, and physical. *Philippians 3:12-15*

**THEME FOR THE YEAR** – The theme for the year is **SEEING THE UNSEEN**. Our theme verse is 2 Corinthians 4:18 (NIV). *“So we fix our eyes not on what is seen, but on what is unseen, since what is seen is temporary, but what is unseen is eternal.”*

## ADMISSIONS

**REGISTRATION FOR NEW STUDENTS** – Registration forms may be submitted in January. Available openings will be determined after March 1.

Please read all the information on the registration form and in the school handbook. A parent's signature on the registration form is understood as evidence that the parent has thoroughly read and will support NHCA in its pursuit of all information on the registration form and in the school handbook.

**REGISTRATION FOR RETURNING STUDENTS** – Please remember that **you must re-register your children each year by March 1**. After March 1 we begin filling vacant spots in each class. If a class becomes full a waiting list is formed prioritized in the following order: #1 current NHCA students, #2 children of staff, #3 siblings of NHCA students, #4 siblings of NeHi children, and #5 children of NHLC members. 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.

**MEET WITH THE PRINCIPAL** – Prior to admission all families are required to meet with the principal. The purpose of this interview is to communicate the philosophy, purpose, and mission of the school and to learn about the family's expectations.

**SCREENING TEST** – Each new student is given a screening test. Kindergarten and 1<sup>st</sup> grade children will be given the *Brigance K & 1 Early Childhood Screen* to determine readiness for school. 2<sup>nd</sup> through 8<sup>th</sup> grade children will be given the *Wide Range Achievement Test* to determine reading, writing, and math levels.

**HEALTH RECORDS** – NHCA must have complete medical information for each child seeking admission.

**KINDERGARTEN ADMISSION AGE** – Children entering kindergarten must be 5 years old before September 1.

**SPECIAL EDUCATION** – Some students with mild to moderate special needs have been admitted. When a student is not admitted for educational reasons, it is because NHCA is unable to provide services to meet the child's needs. While we strive to offer the best possible education, there are times when we are unable to provide the kind of program that will meet the needs of a particular child.

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

**PROBATION FOR NEW STUDENTS** – Each new student is considered on probation the first year at NHCA. If it is determined, during the course of the year, that the child has not made an adequate adjustment to this program, the parents will be asked to withdraw their child from enrollment.

**Registration & Use of School Related Photographs** – On occasion, NHCA will use student activity photographs as part of the school's promotion in print and website. Your signature on the registration form indicates that you give permission for NHCA to use school related photographs of your children as part of the school's promotions.

**Registration & Concordia Academy Admissions** – NHCA routinely shares the names and addresses of parents whose children are entering 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grades with Concordia Academy for the purpose of student recruitment. Your signature on the registration form indicates that you give permission for NHCA to share your name and address with CA if your child is entering the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grades.

**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 service. Your signature on the registration form indicates that you give permission for NHCA to purchase textbooks and secure pupil health services (use of a school nurse) on behalf of your children with this state fund.

## ATTENDANCE

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

**SUPERVISION OF CHILDREN** – Children that arrive before 8:40 AM or that remain on school grounds past 3:20 PM must be signed into Academy Kids, unless accompanied by a supervising adult. Before 8:40 AM parents may supervise only their own carpool children in the hallway. We do not permit parent to supervise children other than from their own carpool. Unsupervised children will be directed to Academy Kids.

Teachers supervise children from 3:10 to 3:20 PM while children wait for their transportation. Children picked up during this ten-minute period are not charged for Academy Kids. At 3:20 PM all remaining children are taken to Academy Kids.

**ABSENCE** – Parents are requested to notify the school office when their children are absent. **Children absent for 30 days or more in one school year may be required to repeat the grade.**

We encourage parents to **make medical appointments outside of school hours** whenever possible so that their children do not miss valuable instructional time and will not be a distraction to other students. **Family vacations & outings should be scheduled around the school calendar.**

**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 considered absent ½ day. Children absent ½ day must obtain an admission slip from the school office before entering their classroom. Children absent ½ 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 or drama director.

**TARDY** – Children must be in their classrooms **by 8:50 AM** to avoid being tardy. **Children who are tardy must obtain an admission slip from the school office before entering their classroom.**

**Beginning with the 6<sup>th</sup> tardy in a quarter** the child's parent will be **penalized \$5 per tardy**. This amount will be added to **the first statement following the end of each quarter.**

At the beginning of each quarter each child's tardy record starts with zero tardies. **Other than late buses, there are no excused tardies.**

**EARLY DISMISSAL** – Parents wishing to pick up a child before 3:10 PM must send a note to the child's teacher stating the time, date, and reason for the early dismissal **and who will be picking up the child**. The person picking up the child **is required to stop in the school office and sign the early dismissal form** to be given to the classroom teacher. Please do not use an early dismissal as an opportunity to conference with your child's teacher.

**WITHDRAWING YOUR CHILD FROM ENROLLMENT** – If you plan to permanently withdraw your child from enrollment while the school year is in progress, please follow these procedures: 1) inform the teacher and school office two weeks in advance. 2) Settle all financial obligations. 3) Return all school textbooks, library books, and materials. 4) Leave a forwarding address and new school address. 5) Collect your child's personal belongings.

**CLASS SIZES** – Class size is determined by each teacher's contract. The maximum number of students per class: kindergarten is 18, first grade is 20, second & third grades are 22, and fourth through eighth grades are 24. This number will not be increased unless agreed upon by the classroom teacher and principal.

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## HEALTH

**MEDICATIONS** – All medication will be administered under the direct supervision of the office staff. **Parents must complete a Medication Form (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 doctor.

**MEDICATION FORM** – The Medication Form contains information for dosage, duration, frequency, and time of day to administer.

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

**STUDENT HEALTH @ School** – If your child is not well **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 at the end of a given period of time your child is still unable to participate in the normal functions of the class, your child may be sent to the office. (At times a teacher may decide to keep a child based on the symptom or the teacher's knowledge of the child.)
2. When a child is sent to the office the 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 100°, 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 as soon as possible. Your child will be isolated from other children until picked up. **It is school's policy to readmit your child only when all nits are removed from your child's hair.** Your child will be checked before being readmitted to school.

**INJURIES** – **For injuries at school the child will be sent to the school office for:** 1. Assessment and treatment, 2. Notification of the parents for head injuries or other serious injuries, & 3. Treatment of minor injuries with cleaning, bandages and/or cold packs

**MEDICAL QUESTIONS** -- If you have any questions please contact the school nurse @ 651.797.7985

**IMMUNIZATIONS** – Minnesota School Immunization Law (Minnesota Statutes, Section 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.

**Requirements for Kindergarten:** Prior to entering kindergarten, a complete immunization schedule includes 5 DTP (diphtheria, tetanus, & pertussis), 4 Polio, 2 MMR (mumps, measles, & rubella), and 3 Hepatitis B, 2 Varicella (chicken pox) or statement of year of disease.

**Requirements for grades 1-6:** Prior to entering school, a complete immunization schedule includes a completed series of DPT, Polio, and minimum of 1

**Requirements for entering 7th grade:** Prior to entering school, a complete immunization schedule includes a completed series of DPT, Polio, 2 MMR, 3 Hepatitis B, 2 Varicella (chicken pox) or statement of year of disease, and a Td (tetanus booster, also given as Tdap which is the tetanus booster with a pertussis booster).

**Requirements for 8th grade:** Prior to entering school, a complete immunization schedule includes a completed series of DPT, Td/Tdap, Polio, and MMR. All other vaccinations are highly recommended.

**More information:** Where can I get my child immunized? Immunizations can be given at your clinic, or for those without insurance coverage, at a Ramsey County Immunization Clinic. For dates of immunizations clinics, call 651-201-5503. If you have any questions please contact the school nurse @ 651.797.7985.

**INSURANCE COVERAGE** – North Heights Lutheran Church carries student accident insurance on each child. **Your family’s insurance company** is the **primary insurer of your children**. The insurance provider for NHLC is the **excess or secondary insurer**. For more details, contact the office.

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## FINANCIAL INFORMATION

**FINANCIAL OBLIGATION CONTRACT** – The NHCA registration form serves as a financial obligation contract.

**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.

**REGISTRATION FEE** – The annual, **non-refundable** registration fee for kindergarten through 7<sup>th</sup> grade is \$75 and **8<sup>th</sup> grade is \$100**.

**TUITION** – The annual school tuition is usually paid in monthly installments. Each installment is due on the first of the month and past due on the **10<sup>th</sup>**. The first payment is due **August 1<sup>st</sup>** & the last payment is due **April 1<sup>st</sup>**. If you enter NHCA after school begins your August payment will be collected in May. Include your child’s name on the memo of your check. **Keep your statements for your records. There is a \$10.00 late fee for payments received after the 10<sup>th</sup> of the month.**

<b>K.5days – 8<sup>th</sup> grade</b>	<b>Annual</b>	<b>Monthly x 9</b>
1 <sup>st</sup> child rate	\$4554	\$506
2 <sup>nd</sup> child rate	\$4230	\$470
3 <sup>rd</sup> child rate	\$3915	\$435

<b>K.3days</b>	<b>Annual</b>	<b>Monthly x 9</b>
1 <sup>st</sup> child rate	\$3033	\$337
2 <sup>nd</sup> child rate	\$2835	\$315
3 <sup>rd</sup> child rate	\$2628	\$292

**PAST DUE ACCOUNTS** – All past due accounts must be made current by May 30 for your child to graduate from 8<sup>th</sup> grade. All past due accounts with NHCA and/or NeHi Christian Preschool & Childcare must be current by August 1 for your child **to begin a new school year in September**. No child will be admitted to begin a new school year whose parents have an outstanding tuition balance from the previous school year.

All past due accounts are reviewed by the School Board. Continued unmet financial obligations may result in the ceasing of educational services.

**FINANCIAL ASSISTANCE** – Qualifications for receiving financial assistance are based on the family’s income (as reported on the federal tax return) and number of dependents in the household. Forms and information for financial assistance can be obtained from the principal. The deadline for submitting the financial assistance form for next school year is the first Friday of March. **Parents currently receiving financial assistance must re-apply every year.** If a parent’s personal finances improve during the school year, that parent is responsible to notify the school of the change.

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## COMMUNICATIONS

**SCHOOL OPEN HOUSE** – The second Friday of every month is an open house from 9:00 AM to 3:00 PM. Parents wishing to visit the school must sign in at the school office. Parents are then free to visit the classrooms. To visit a classroom for more than 30 minutes please contact the principal to make arrangements.

**INFORMATION SENT HOME THROUGH THE SCHOOL** – In general, all information sent home through the school, whether generated from the staff, parents, or a volunteer organization, must first be reviewed and approved by the principal.

**PERSONAL INVITATIONS** – If you are sending invitations and all children of the same gender are invited please give the invitations to the classroom teacher for distribution. If all children of the same gender are not invited please contact each parent instead of sending invitations through the school.

**NEWSNOTES & OTHER SCHOOL COMMUNICATIONS** – A school *Newsnote* will be emailed home and posted on our website **every other Tuesday** during the school year. Other announcements, classroom communications, PTF information, special reminders, and so forth will be sent home on Tuesdays.

**WEBSITES** – The North Heights Christian Academy website contains useful information about the operation of the school. The school handbook, Newsnotes, athletic events, lunch menu, classroom news, etc. can all be found at [www.northheightschristianacademy.org](http://www.northheightschristianacademy.org). Photographs of class activities may appear on the NHCA website. No person or group has permission to create a web site using NHCA’s name, students, images, video, or logo.

**NON-CUSTODIAL PARENTS & School Communications** – The school will send academic reports and other school and classroom information to a non-custodial parent **if the non-custodial parent makes this request to the classroom teacher.**

**PARENT/TEACHER CONFERENCES** – Parent/teacher conferences are scheduled twice a year, once during the first semester and once during the second semester. Appointments will be scheduled with parents prior to each conference. On occasion you may wish to have an additional conference with your child's teacher. **Please schedule an appointment time that will be mutually agreeable.**

**Please do not attempt to meet with your child's teacher as the school day is beginning, just as school is about to dismiss, or during the teacher's preparation time. These times are extremely busy for the teacher and rarely produce good communication.**

**VISITS DURING THE SCHOOL DAY** – Please do not visit your child while the class is in session. If you must speak with your child while class is in session, please check in with the school office before going to your child's classroom. **No homework is available before school on the day of a child's absence.**

**CLASSROOM PREFERENCE** – If you would like to make a request regarding classroom preference before your child is promoted to the next grade, please submit your request in writing or email to the principal before May 31. While we will try to honor your request, we cannot guarantee that it will be accepted. Final classroom assignments will be posted during the August Open House.

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## AWARDS

**ATTENDANCE AWARDS** – The **Outstanding School Attendance** award is given to kindergarten through 8<sup>th</sup> grade students who have no more than two absences and/or two tardies per semester.

**ACADEMIC AWARDS** – Academic awards are earned by qualifying students in 4<sup>th</sup> thru 8<sup>th</sup> grades and presented at the end of each semester. Students, who have semester averages at or above 85%, with no "D or F" grades on their report cards, earn the Academic Honor Roll award. Students, who have semester averages at or above 95%, with no "D" or "F" grades on their report cards, earn the Academic Scholar award.

**CHARACTER AWARDS** – Character Awards are issued to the students at the awards assembly each June.

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## EDUCATIONAL INSTRUCTION

**CURRICULUM** – We use curriculum from a variety of publishers Christian and secular 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 parents inquiring about our school who would like additional curriculum information, we ask that you make an appointment with the classroom teacher for a detailed grade level description or speak with the assistant principal.

**FIELD TRIPS** – From time to time your child's teacher will schedule a field trip. There is usually a fee associated with each field trip to cover admission and transportation. Once a field trip has been scheduled fees cannot normally be refunded because it is the total number of students who share the transportation and admission portion of the cost has been paid for in advance.

**SCHOOL BAND** – An instructor from **Schmitt Music** comes each week to teach participating 4<sup>th</sup> through 8<sup>th</sup> grade students various instruments for our school band. 30 minute small group lessons and 30-45 minute band rehearsal provide students with valuable instruction.

**The band program is optional and is paid directly to Schmitt 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 Cheryl Hartmann at 763.398.5046 or email at [cherylhartmann@schmittmusic.com](mailto:cherylhartmann@schmittmusic.com).

**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.

**ASSIGNMENTS IN ADVANCE** – **Teachers are not required to provide assignments in advance of your child's absence. Please do not call the school office during the school day to have your child's assignments picked up after school.**

**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 made-up upon your child's return to school.** As with other assignments, work missing past the grace period will be given zeroes.

**MID-QUARTER NOTICES** – Mid-quarter notices are sent to parents whose 4<sup>th</sup> thru 8<sup>th</sup> grade child scored below a **C-** average in any subject, or are below average in conduct or attitude. These notices will be sent home at the midway point of each quarter.

**REPORT CARDS** – Report cards are issued at the end of each quarter. Grades are recorded using the following table:

<b>K – 3<sup>rd</sup> Grade: All Subjects</b>	<b>4<sup>th</sup> – 6<sup>th</sup>: Academic Subjects</b>	<b>4<sup>th</sup> – 6<sup>th</sup> Art, Computer, Music, &amp; PE</b>	<b>7<sup>th</sup> &amp; 8<sup>th</sup>: All Subjects</b>
3 = consistently performs at grade level	A (100 to 90%)	E = exceptional	A (100 to 90%)
2 = usually performs at grade level	B (89 to 80%)	S = satisfactory	B (89 to 80%)
1 = performing below grade level	C (79 to 70%)	N = needs improvement	C (79 to 70%)
	D (69 to 60%)		D (69 to 60%)
	F (below 60%)		F (below 60%)

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

- **Promotion** – This indicates that your child's total academic percentage is equal to or above 70% with no semester F in art, music, or PE.
- **Conditional Promotion** – This means your child will be accepted into the next grade level providing the conditions outlined by your child's teacher and principal are met.
- **Recommended for Retention** – Your child's teacher thinks that it is in the best interest of your child to repeat the present grade. The final decision remains with the parents.
- **Does Not Meet the Standards for Promotion** – This indicates that your child's total academic percentage is at or below 69%.

**8<sup>th</sup> GRADE GRADUATION STANDARDS** – To graduate the eighth grader's total academic percentage must be equal to or above 70%.

**ACADEMIC PROBATION** – Students, whose cumulative academic average is below 70%, will 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. If sufficient improvement is not made, parents will be asked to withdraw their child from enrollment.

**TERRANOVA 3 STANDARDIZED TESTING** – The TerraNova 3 standardized tests will be administered to each student in grades 1<sup>st</sup> through 8<sup>th</sup>. This testing instrument replaces the Stanford Achievement Test as the recommended test for all ACSI school. These tests give parents and teachers the child's performance information in various subject areas. A copy of your child's results will be mailed home with the final report card.

**ELIGIBILITY FOR ATHLETICS** – See the *Athletic Program Handbook* on page 12.

**ELIGIBILITY FOR MUSICALS** – Students must commit to attending all practices. Students must maintain an average of 70% or better in each subject to be eligible to participate in any rehearsal or performance. In addition, students must maintain good overall conduct and attitude in the classroom. Students may be "benched" for poor classroom or rehearsal conduct or attitude.

The drama director will confirm each performer's eligibility at the mid-quarter and at the end of the quarter. If the student's grades fall below our standard the following will take place:

1. The drama director will inform your child the ineligibility effective date and the date of the next eligibility check.
2. The parents will be notified by telephone or email the ineligibility effective date and the date of the next eligibility check.
3. The student will be restricted from all rehearsals and performance for ten school days. At this time the drama director will recheck the student's performance. If the grades are raised to 70% or better, the student will be eligible to return to the team. If grades are not raised the student will continue to remain ineligible until the next mid-quarter notice or report card.

Children absent ½ or a full day may not participate in any extra-curricular event on the day of the absence. Any exceptions are made by the drama director. Absent ½ day is defined as: 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. Children absent ½ day must obtain an admission slip from the school office before entering their classroom.

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## CLOTHING

**DRESSING FOR WEATHER CONDITIONS** – Please remember that **all students** go outside everyday for recess except when the wind chill falls below zero or it is raining. Please dress your children in clothing that will meet the **current day's** weather conditions.

**LABELING** – Please label **every** item of clothing or equipment your child brings to school, with your child's first and last name. Unclaimed items will be kept in the school's **Lost and Found** located across the hall from the dining room. Items in the lost and found will periodically go on display for a period of time; then unclaimed items will be donated to a local charity.

**DRESS CODE POLICIES** – Students' attire should be clean, neat, and reflect Christian modesty. The dress code is in effect for all grade levels. It is important for parents to read and discuss this information with your children.

Maintaining the standards listed below is part of the responsibility given to each teacher. A female staff member will make final decisions with regard to dress code interpretation for female students. A male staff member will make final decisions with regard to dress code interpretation for male students.

Consequences for dress code violations may include telephoning home for a change of clothing or wearing a school-issued article of clothing. Students who violate our dress code will be subject to a **Dress Code Referral**.

Students are expected to comply with the following standards at **all school functions**.

1. The writing or images on clothing should not conflict with Christian ideals. Clothing that has **writing on the buttocks** is not permitted.
2. All shirts and blouses must be **able** to be tucked in. Midriffs should not be visible. Tank tops, of any kind, are not allowed.
3. **Necklines** should be no lower than four fingers below the collar bone.
4. The length of **skirts** and **skorts** should be no shorter than **two inches below the tips of the fingers** with arms straight at the side. This standard does not change even when leggings are worn.
5. The length of **shorts** should be measured **to the tips of the fingers** when straight at the side.
6. Hats are not to be worn indoors.
7. Extravagant hairstyles and colors are not accepted. Hair length for boys should not cover the eyes nor go past one's collar.
8. **Excessively tight clothing** is not allowed. Excessively baggy clothing & pants are not allowed. "Sagging" one's pants is not allowed.
9. Clothing with holes is not acceptable.
10. We recommend that no dangling earrings be worn. No earrings for boys.
11. Shoes with wheels are not allowed. Athletic shoes are required for indoor and outdoor physical education class.
12. 7<sup>th</sup> & 8<sup>th</sup> graders must wear an NHCA or blue shirts and blue or black shorts for PE class.

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## CONDUCT & BEHAVIOR

**CONFLICT RESOLUTION** – When conflict occurs the staff will guide students through the principles found in Matthew 18, demonstrated by *Peacemakers*.

### RESPONDING TO CONFLICT WITH *PEACEMAKERS* –

#### 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 I will think good thoughts about & 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 Five A's for Resolving Conflict

Admit specifically both attitudes and actions  
Acknowledge the hurt and express sorrow for hurting someone  
Accept the consequences  
Ask for Forgiveness  
Alter your attitude and actions

#### The Four G's Peacemaker's Pledge

I will Glorify God instead of focusing on what I want  
I will Get the log out of my own eye instead of blaming others  
I will Gently restore instead of pretending or gossiping  
I will Go and be reconciled instead allowing relationships to wither

#### The Seven A's of Confession

Address everyone involved (All those whom you affected)  
Avoid if, but, and maybe (Do not try to excuse your wrongs)  
Admit specifically (Both attitudes and actions)  
Acknowledge the hurt (Express sorrow for hurting someone)  
Accept the consequences (Such as making restitution)  
Alter your behavior (Change your attitudes and actions)  
Ask for forgiveness

**DISCIPLINE** – All education begins with good discipline. The root word of discipline is *disciple*. 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. Behaviors which merit the praise of others include cheerfulness, honesty, self-control, patience, diligence, sacrifice, helpfulness, courage, mercy, kindness, and respect for others. Behaviors which merit negative consequences are disrespect for others, bullying, disrupting the class, unacceptable language, fighting, stealing, lying, cheating, and intentionally damaging property.

**STUDENT CONDUCT TALLY SYSTEM** – Students in K - 6<sup>th</sup> grade students have four tallies. The teacher will determine when tallies are lost. Junior high students use a modified variation of the tally system. A Referral Form is issued when the final tally is lost.

**STUDENT REFERRALS** – A student is given a referral for losing all tallies in one day or for other misbehaviors. Parents will receive a copy of this form. The following disciplinary actions will be taken for accumulated referrals during the school year:

1 <sup>st</sup> referral = sent to the principal.	3 <sup>rd</sup> referral = one day suspension	5 <sup>th</sup> referral = two days suspension and <b>behavioral probation</b>
2 <sup>nd</sup> referral = sent to the principal.	4 <sup>th</sup> referral = two days suspension	6 <sup>th</sup> referral = expulsion

**CONSEQUENCES** – The child's direct supervisor is responsible for enforcing discipline policies. Repeated or serious offenses are referred to the principal and may merit one or more of the following consequences:

- **Time Out** – This is a period of time the student spends away from the group activity.
- **Written Assignment** – This written assignment must be completed by the student in a given length of time for a specific purpose.
- **Suspension** – A suspended student will serve the suspension **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. **Following a suspension the student and his or her parent must meet with the principal.**
- **Behavioral Probation** – Children having serious difficulty adapting to our social program will be placed on behavioral probation. Children on behavioral probation, who do not improve, will be expelled.
- **Expulsion** – When a child is a constant behavioral problem, continues to be a negative influence on peers, or commits a serious moral, ethical, or legal offense, this child may be removed from the school. Expulsions are reviewed by the School Board.


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## STUDENT TRANSIT

**STUDENT DROP OFF** – For reasons of safety **all drivers must pull completely into a parking space each time they drop off children**. Please use the **North Entrance** to drop off your children. Parents dropping off their children in Academy Kids may use the East Entrance. No one is allowed to use the South "horseshoe" Entrance except for students riding the bus (*see map on the inside of the back cover*).

**STUDENT PICK UP** – For reasons of safety **all drivers must pull completely into a parking space each time they pick up children** unless waiting in the after school Vehicle Waiting Line (*see map on the inside of the back cover*).

**When picking up your children after school please follow these procedures:** (*see map on last page*)

1. Please **Park** or pull into the **In Car Waiting**.
2. Please **Park** in spots other than those using the no parking symbol:  (*see map on last page*)
3. **Never leave your car unattended while In Car Waiting**. Please move forward in line as the cars in front exit.
4. When exiting onto Rice Street use the left side exit to make a left turn and the right side exit to make a right turn (*see map on last page*).
5. All students will be taken to the North Entrance (*see map on last page*). **There is no student pick-up at the East Entrance** (next to the gym) except for our athletic teams. There is no after school pick-up at the South "horseshoe" Entrance (near the preschool playground).
6. All students must wait in the **Student Waiting Area** (*see map on last page*). Drivers who park must walk to the Student Waiting Area via the crosswalk to pick-up children. Please do not cut across the parking lot to retrieve a student.
7. Do not use your cell phones while **In Car Waiting** or while driving on the parking lot.
8. At 3:20 PM all children who have not been picked up will be escorted to Academy Kids. Teachers' responsibilities supervision ends at 3:20 PM. Teachers on parking lot duty are **not available** for conferencing until after 3:20 PM.

**STUDENT PICK UP & Waiting in the Hallways** – Please do not wait for your child in the hallways when school is dismissed. The hallways are crowded and the staff is attempting to get the students out of the building when the bell rings.

**CARPOOL INFORMATION** – Each year NHCA produces a Family Directory. This directory lists the names, addresses, & telephone numbers of each NHCA family and the student rosters for each classroom. This information can be useful in forming carpools.

**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 each passenger is fastened in properly. All Minnesota State Laws must be followed with regard to securing children in passenger seats. Go to the following website for more information: [www.dps.state.mn.us/ots/Laws\\_Legislation/seat\\_belts\\_law.asp](http://www.dps.state.mn.us/ots/Laws_Legislation/seat_belts_law.asp).
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.
4. **Emergency Medical Form** – Each driver must carry the Emergency Medical Forms of the students assigned to his or her vehicle.
5. **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 channel 4, 5, 9 or 11. We will also notify you via email.

**HALLWAYS** – Everyone is expected to **walk** in all areas of the school except on the playgrounds, during physical education, or athletic events held in the gym. Because we share the building with many other ministries, students are expected to **be silent** in the halls.

**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 late buses, route changes, schedule changes, and drivers unfamiliar with their routes can be expected, so please be patient.

All bus students are dismissed at 3:10 and picked up at **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 make any changes in your child's transportation procedure or if you have concerns or questions please contact **Comfort Bus @ 651.482.1794**.

**Your child's friend** (who is not part of the bus roster) **is not allowed to ride the bus unless you first contact the bus company and receive permission from the bus company**. Please contact Comfort Bus @ 651.482.1794 to receive 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 October 1. You must submit a new request each year.**

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## NUISANCES

**TELEPHONE USAGE** – With a staff member's permission students may use NHCA or NHLC telephones.

**CELL PHONES** – **Students are not allowed to bring cell phones to school or ANY SCHOOL FUNCTION.** Cell phones brought to school by students will be confiscated and may be retrieved in the principal's office by the student's parent.

**PETS @ NHCA DURING SCHOOL HOURS** – Pets of any kind are not allowed in the buildings or on the grounds between 7:00 AM to 6:00 PM.

**SCHOOL SUPPLIES** – In general, just about anything a child possesses can become a nuisance at school. Please check with your child's teacher before allowing your child to bring **anything** not specified on the Student Supplies List.

The teacher will take away anything that becomes a nuisance. The item will be returned before the end of the school year.

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

**ELECTRONIC DEVICES** – Students may **not bring** electronic devices of any kind to NHCA or any NHCA function without the consent of the classroom teacher. For example radios, CD players, mp3 players, iPods, TVs, video games, toys, cell phones, PDAs, laptops, cameras, etc.

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## FOOD

**HOT LUNCH** – All lunch orders and payments are processed online at [WWW.ORDERLUNCHES.COM](http://WWW.ORDERLUNCHES.COM). If you have not already registered go to [www.orderlunches.com](http://www.orderlunches.com) and click on "Register." Our School Password is **nhca176**.

**Daily Lunch or Monthly Plan** – Each month there will be "2" tabs on the calendar. Click the tab "Lunch Daily" if you want to order lunch, but not every day or click the tab "Meal/Milk Plan" if you want lunch or just milk every day for your child.

**Please Note** – when purchasing the "Monthly Plan (lunch or milk) **please check for field trip dates that may apply to your child.**

**Email Notifications** – Please be sure to add [info@orderlunches.com](mailto:info@orderlunches.com) to your email safe list to ensure that you are receiving email notifications such as ordering reminders, important communication, confirmations, password reset, etc.

**Food or Order Policy Questions** – Please email Jonna Cross at [jonna.cross@nhlc.org](mailto:jonna.cross@nhlc.org). Please add your child's name, grade, and "lunch" in the subject line.

**Changes/Cancellations** – Changes, additions, and cancellations can be made providing they are done during the ordering period each month. Credits will be applied to your next order.

**Late Orders** – **Late Orders are not accepted. There will be no same day lunch orders allowed after 8:00 AM.** All orders must be placed prior to 8:00 AM on day of service.

**Forgotten/Emergency Lunches** – Students should inform the staff member on duty. NHCA will provide a juice box & crackers.

**Credit Card Payments** – After entering your credit card for payment a confirmation page will display. If you do not get the confirmation page displayed please do not attempt to enter payment again this may result in duplicate charges. Call 1.800.381.6511 for assistance.

Be sure to proceed to checkout and process your payment with credit card. Orders that are left in the shopping cart will NOT be processed and your child will not be included on lunch reports if you do not complete your order.

**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.

**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 oven.

**LUNCH AND RECESS SCHEDULES** – The lunch and recess schedule will be posted in the dining room at the beginning of the school year.

**TREATS FROM HOME** – Please bring only “**store bought**” food in its original wrapping if you are bringing food to share. Please check with your child’s classroom teacher before sending any treats to school especially if they require refrigeration, special preparation, or contain ingredients that might cause allergic reactions in some students. The NHLC Food Service provides can aid in providing snacks for special events, with a week’s notice and school office approval.

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## ACADEMY KIDS CHILDCARE – (AK)

**AK CHILD INFORMATION FORM** – If at any time during the school year you can 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 for your child that includes mother and father’s home, work, & cell telephone numbers, emergency contact people, allergy information, and health factors to consider.

**AK ROOMS** – Room 147, the gym, and outdoor playground are used for after school activities.

**AK SIGN-IN & SIGN-OUT** – Please make contact with a staff member while signing-in children in the morning and signing-out children in the afternoon. The Attendance Record for signing children in and out is located outside of Room 147.

### AK POLICIES –

1. **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. Children arriving at school before 7:00 AM are not the responsibility of the school.
2. **Holidays:** During some school holidays Academy Kids is open from 7:00 AM to 6:00 PM, providing that a minimum of 8 students attend each day with a minimum of 6 hours. The sign up sheet is usually available a week or more in advance of the holiday and will have a cut-off day for signing up. **AK will be closed the entire Christmas Holiday and Spring Break.** (Please see the school calendar for the dates when Academy Kids is closed.)
3. **Supervision:** All kindergarten through 8<sup>th</sup> grade children that 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 and their parents charged. Teachers have been instructed that students should not be left unattended in a classroom at any time. Teachers are required to lock their classrooms when leaving with no children left inside other than their own family.
4. **Classrooms:** Students who help a teacher in a classroom after school must first sign-in to Academy Kids and parents will be charged.
5. **School Sponsored Activities:** Unattended children from an after school school-sponsored activity must be checked into Academy Kids. Staff and volunteers’ children must either be signed-in to Academy Kids or under the direct supervision of their parent while the activities are taking place.

**AK FEES** – Your Academy Kids fee is assessed each month according to the usage of ½ hour blocks, as reflected on the **Attendance Record Sheet**. It is extremely important for parents to accurately sign-in and sign-out children from Academy Kids. You are charged for any fraction of a ½ hour block of use. Your charge will be included in your monthly statement. **Parents will be billed \$5 per ½ hour block per child picked up past 6:00 PM.**

**CHILDCARE TAX DEDUCTIONS** – The tax identification number for NHCA childcare is **41-083-2485**.

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## DIRECTING THRIVENT FINANCIAL FOR LUTHERANS FUNDS

If you are a member of Thrivent Financial for Lutherans, you have an easy way to help support NHCA. Through Thrivent Choice<sup>SM</sup>, a new charitable grant program, members can help choose where Thrivent Financial distributes some of its charitable funds each year. The program has two components: *Voting Events* and *Choice Dollars<sup>SM</sup>*.

Through *Voting Events*, all Thrivent members age 16 and older can vote to help choose where Thrivent Financial distributes funds among a short list of national organizations. *Voting Events* occur one or two times each year.

By directing *Choice Dollars*, Thrivent members can request funding for North Heights Christian Academy. Potential designated Choice Dollars amounts that can be directed range from \$25 to \$500 for each eligible Thrivent member. If you are eligible to direct *Choice Dollars*, you can direct them right now. If you are uncertain about your eligibility, visit [www.thrivent.com/thriventchoice](http://www.thrivent.com/thriventchoice), or contact Thrivent representative, Brad Bame 763.422.5090 or [brad.bame@thrivent.com](mailto:brad.bame@thrivent.com).

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## ITEMS TO SAVE (for free equipment & cash)

- **PRINTER & TONER CARTRIDGES & CELL PHONES** – To view qualifying products go to [www.fundingfactory.com](http://www.fundingfactory.com).
- **KEMPS PRODUCTS:** For more information go to [www.kemps.com](http://www.kemps.com).
- **BOX TOPS FOR EDUCATION PRODUCTS:** To view the redeemable product labels go to [www.boxtops4education.com](http://www.boxtops4education.com).
- **TARGET & OFFICE DEPOT** stores give rebates to NHCA. (See the principal for details.)

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## MOMS IN TOUCH

NHCA's *Moms in Touch* will be meeting weekly on Thursday mornings from 9:00 to 10:00 AM in the NHLC Fireside Room. The purposes of the *Moms In Touch* group are to gather moms to stand in the gap for our children through prayer, pray that our children will receive Jesus as Lord and Savior and then stand boldly in their faith, and pray for teachers and staff. If you have any questions, please call Bridget Ouimet at 651.633.3446 or Julie Krekelberg at 651.766.1073.

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## SCHOOL BOARD

Chairman – Beth McMillan	Dan Halvorson	Deb Helseth	Steve Pheneger	Vicky Sibbet	Barb Zeller
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**ADMINISTRATION** – The administrative body of North Heights Christian Academy is composed of the **School Board** (the board), the principal and assistant principal.

The **School Board** is responsible for the oversight of the policies of the school. The principal, under the school board's oversight, plans the school program, supervises the curriculum, staffs the school, oversees the finances, and maintains good relationships between North Heights Lutheran Church (NHLC), the school, and school families. The board is directly accountable to the North Heights Lutheran Church Council (the council).

The **Principal** is responsible for interpreting and administering the policies approved by the board. The principal is also charged with implementing the school curriculum, supervision and direction of the school staff, and overseeing the daily affairs of the school and the students.

The **Assistant Principal** is responsible for supervision & directing the school in the principal's absence and, with the principal, implements school programs and curriculum.

**ADDRESSING THE SCHOOL BOARD** – The board meets the 4<sup>th</sup> Tuesday of each month August – November and January – May. Meeting dates will be posted in the *Newsnote*. 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.

**SCHOOL BOARD MINUTES** – School Board meeting minutes, from the previous month's meeting, will be available in the school office.

**SCHOOL BOARD MEMBERSHIP** – Only members of North Heights Lutheran Church may serve on the School Board. The board is comprised of two or three parents of current NHCA students, two or three members without children attending NHCA, and one representative from the NHLC church council. The principal and the Senior Director of Administration are ex officio members, and have no vote.

The term of office for all voting members (does not include the council representative) shall be two years. A board member may serve no more than two consecutive terms. A board member may be appointed once again, but only after one year off the board. The term of the council representative continues at the discretion of the council, except that it shall not exceed the end of the council term. Terms of office begin on June 1. Parent representatives whose children are terminated from enrollment will vacate their membership on the board. The council will appoint a replacement to complete the term.

The process of becoming a board member begins with the formation of a nomination committee by the council representative and the board chairman. Suggested candidates, from the nomination committee, are submitted to the council for approval. The council then appoints the board members. No NHCA staff or staff member's spouse or NHLC staff will be a member of the board. Parent representatives must have had their children at NHCA for a minimum of one school year prior to membership on the board. An attempt will be made to have at least one board member with a background in education.

### BOARD MEMBERS' QUALIFICATIONS

- Knows Jesus Christ as personal Savior and Lord
- Have experienced personal renewal in the Holy Spirit as outlined in Ephesians 5:18b: ( be filled with the Spirit)
- Accepts that the Gifts of the Holy Spirit have been and continue to be sovereignly bestowed on Christian as outlined in 1 Corinthians 4-11, Romans 12: 6-8, & Ephesians 4: 11-12.
- Be active NHLC member in good standing for at least one year
- Be in full agreement with the school's Statement of Faith and Mission
- Shall exemplify a life of faith and loyalty to the God's Word
- Have interest in and appreciation for the spiritual life & Christian education of children
- Shall meet the qualifications found in 1 Timothy 3 & Titus 2
- Be willing and able to assume responsibility
- Have the ability to work with others and the courage of their conviction
- Vote one's beliefs and be champions of NHCA
- Willing and able to make sacrifices of time and talents for the benefit of NHCA
- Understand and cope with the financial circumstances faced by NHCA

### BOARD MEMBERS' JOB DESCRIPTION

- Pray faithfully for the school.
- Attend meetings of the board.
- Serve actively on assigned committees.
- Give prayerful consideration and thought to board issues.
- Actively promote the school within the community.
- Willingly serve in leadership capacities.
- Visit NHCA, occasionally, during school hours.
- Support and commend the staff continually.
- Voice opinions at board meetings.
- Give, and urge others to give as God enables.
- Keep board issues confidential.

**BOARD MEMBERS' CODE OF ETHICS** – Board members are faithful in attendance at all meetings. If unable to attend they are responsible for notifying the board secretary or chairman in advance so that materials may be mailed to the absent board member.

- Board members are expected to prepare for each board meeting by reviewing agenda, minutes of the past meeting, & other materials.
- Board members must direct appropriate inquiries and complaints regarding school matters to the principal.
- Board members must refrain from inappropriate discussion of school board business at any non-business functions or gatherings.
- Board members should use God-given discretion in deciding what matters can be shared with spouses so as to cultivate and maintain important partnership relationships with the spouse. Matters pertaining to staff and other matters of sensitive nature should not be shared outside of meetings.
- Board members should place a high priority on attending as many school functions as possible.
- Refrain from reprimanding a teacher directly, especially his/her own child's teacher.
- Abstain from entering into the day-to-day operation of the school.

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## PARENT TEACHER FELLOWSHIP – PTF

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President – Julie Sampson	Vice President – Jill Krummen	Treasurer – Angie Vollhaber	Secretary – Karen Plath
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**PARENT TEACHER FELLOWSHIP (PTF) DEFINITION** – The PTF is an auxiliary organization North Heights Christian Academy. General membership is open to all school parents. PTF Board membership is by election of the general members for a one-year term.

Various PTF meetings are planned for the school year. The PTF activity calendar is sent home at the beginning of the school year. Reminders for PTF meetings will be sent home, included in the bimonthly Newsnotes, *The Link*, and posted on the PTF bulletin board next to the school office.

Volunteering is expected and counted upon, though there is no mandatory participation rule. Volunteer service can be in fund raising, classroom and playground activities, coaching, sporting events, etc. **5 hours per month of volunteer service** is expected and would be greatly appreciated.

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### PTF CONSTITUTION

**ARTICLE ONE – Name** – North Heights Christian Academy – Parent Teacher Fellowship (NHCA – PTF or simply PTF)

**ARTICLE TWO – Purpose** – To assist and support North Heights Christian Academy in activities that are outside of the curriculum, which will aid in the health and welfare of the students, and which are consistent with the vision and policies of North Heights Lutheran Church and North Heights Christian Academy.

The main focus of PTF is to work with parents and teachers to recognize the needs of the school and coordinate the volunteers in response to those needs. This includes prayer support, giving of time through volunteering, fundraising, and participating in committees.

PTF seeks to involve parents, teachers and staff in mutual support, as a learning community for the spiritual and educational growth of our children.

**ARTICLE THREE – Organization** – PTF memberships will include parents, teachers and staff who work with or have children attending NHCA. PTF will be lead by elected officers. The Executive Board of PTF is made up of elected officers and the principal.

**ARTICLE FOUR – Officers** – PTF officers are volunteer positions. Officer positions include President, Vice President, Treasurer, and Secretary. The Vice President will serve a two-year term with the second year as President. Officer terms are limited to a maximum of 3 consecutive years.

The current PTF Executive Board will pray for God's call to gather volunteers for upcoming years. Parents are encouraged to volunteer and PTF Officers will call families to solicit additional parent volunteers. Names will be considered by the PTF Executive Board. In the event there are more volunteers than positions, a ballot of candidates will be presented to and voted on by the entire NHCA – PTF body. PTF Officer Positions can only be held by parent volunteers who have a student currently enrolled and have been attending NHCA for at least one year. Staff members may not serve as PTF officers with the exception of PTF Secretary.

#### ARTICLE FIVE – Officers' Duties

**President** – The President is the previous year's Vice President. This is the only office not directly elected in the same year, unless a vacancy occurs. The President will: 1) Call and preside over all PTF meetings; 2) Provide a President's report to the School Board at regularly scheduled meetings; 3) Meet with the Principal throughout the year as needed; 4) Ensure that accurate business and financial records are maintained; and 5) Insure continuity from year to year by training in the next PTF President. The President should be accessible to all members of the PTF and must be able to work well with a variety of personalities and groups.

**Vice President** – The Vice President is elected at the last official PTF meeting of the school year. The elected VP will automatically become the President for the following school year. The Vice President will: 1) Attend all PTF meetings; 2) Preside over all meetings when the President is absent; 3) Work closely with the President to establish PTF policies and make decisions, 4) Be responsible for room reservations for events and meetings and arrange childcare when appropriate and, 5) Take reports from various committee chairs.

**Treasurer** – The Treasurer is elected at the last official PTF meeting of the school year. The Treasurer will: 1) Attend all PTF meetings; 2) Collect, record and deposit all funds received or donated to PTF; 3) Maintain an accurate account of PTF funds; 4) Handle disbursements and reimbursements to staff and volunteers; and 5) Provide reports at PTF meetings. The PTF fund is administered through North Heights Lutheran Church. Records of transactions will be submitted to the current PTF Treasurer for review.

**Secretary** – The Secretary is elected at the last official PTF meeting of the school year. The Secretary will: 1) Attend all PTF meetings; 2) Prepare all written communications of the PTF including minutes, newsletters, special announcements, and "The Link". The Secretary will provide all written material to the President for review prior to distribution, 3) Maintain the PTF bulletin board, and 4) arrange refreshments for all school PTF meetings.

**ARTICLE SIX – Committees and Positions** – Committees may be formed and disbanded as necessary with the approval of the PTF officers. All committees will make regular reports to the PTF Vice President. The following list indicates the likely ongoing committees.

**Fundraising** – Annual fundraising events are reviewed and approved by the PTF Executive Board. Once fundraising events are determined, a volunteer chairperson is designated by PTF officers to oversee the event and gather committee chairs to assist in fundraising events. A budget, fundraising priorities list, and theme are established and approved by the all school PTF body. Fundraising event chairperson(s) work closely with PTF officers and Executive Board on the direction of events. Any major decisions during fundraising event coordination are reviewed with PTF by the committee chair and approved by PTF Officer vote. Funds raised are distributed in accordance to established guidelines.

**Volunteers Coordinator** – The Volunteers Coordinator will collect information from the Volunteer Commitment Form and create a database which will be used to provide volunteers for PTF events throughout the school year.

**Prayer** – The prayer support team will be comprised of parents and teachers. Their goal is to support the students, parents, and staff with prayer. This group will establish and publish prayer opportunities.

**PTF Room Parent** – The Room Parent is responsible for securing parent volunteers for each classroom. Parent volunteers will help teachers in coordinating volunteers for various classroom events.

**New Family Welcome Coordinator** – This position will gather and coordinate volunteers for welcoming new families.

**Social Event Chairperson** – Chairperson positions for social events include Family Fun Night and End of Year Picnic. The chairperson is responsible for organizing the event and gathering volunteers.

**Car Pool Coordinator** – This position is the main contact and coordinator for families interested in car pooling.

**Thrivent Liaison** – This position is responsible for understanding and communicating the requirements for receiving matching funds from Thrivent.

**ARTICLE SEVEN – Voting** – Only PTF members may make motions, second them and vote.

**ARTICLE EIGHT – Regular PTF Meetings** – The PTF membership will meet at least three times per year. Current PTF Officers will establish the meeting times and places for each upcoming school year. A meeting calendar will be published prior to the start of the school year. A PTF meeting notice and tentative agenda will be provided to parents, teachers and staff two weeks prior to the meeting date. Parents, teachers, the principal and school board are asked to attend and participate in these meetings.

**ARTICLE NINE – Executive Board Meetings** – The executive board shall consist of the elected officers and the principal. They will meet prior to the start of the school year and

have general supervision of the affairs of the PTF between regular meetings. The expanded executive board shall consist of the Executive Board and committee chairs. Meetings shall be held periodically during the year for the purpose of laying out strategy for the school year.

**ARTICLE TEN – Fundraising Designation** – The purpose of this constitution article is to provide a guideline for determining the best way to utilize money raised by PTF throughout the school year. The guideline will help ensure items purchased fit into the big picture needs of the school as determined by administration, and are consistent between classrooms, and for the direction and priorities of the school.

**Procedure:**

- 1) At the February PTF meeting input for fundraising ideas will be solicited from parents, teachers and staff. Guidelines for presenting items will be communicated and include: items must be of general material benefit to all school or an ongoing material benefit to a grade level. An estimated cost and sponsor to purchase/implement the item is required.
- 2) PTF Executive Board will meet to review overall input and identify priorities that are in line with God's call on NHCA for the upcoming year. Ideas will be drafted into a Vision and Needs document that will capture all of the input and provide a list of items to be voted on.
- 3) The final all school PTF meeting will be held in the spring. The agenda will include voting of fundraising priorities for the upcoming year.
- 4) Voting process for fundraising:
  - a. Purchase ideas will be presented at the meeting via the Vision and Needs document. Once this has been completed, a majority vote will occur.
  - b. Each teacher, staff member, and NHCA parent will be provided with the opportunity to vote their top 3 to 7 priorities. Number of votes given to each voter will be determined by the number of items presented and the potential cost. For example, if there is one large cost item or theme, there will be 3 votes. If there are several smaller cost items, there may be up to 7 votes. Process will include one vote per item per voter.
  - c. Votes will be tallied at the meeting. Any ties on priorities will be put to a tiebreaker vote at the same meeting.
  - d. Approved items will be logged by the PTF Treasurer into the Purchase Summary document and are assigned a unique number using the current school year and priority rank (i.e. 2008-01). When funds are available, sponsors of the purchase will be notified of the items to proceed with, including the priority of purchase.
  - e. Items that were approved but cannot be funded will be retained in the Vision and Needs document for consideration in future meetings.
- 5) Minutes from the meetings will be completed by the PTF Secretary and will summarize the votes.
- 6) PTF Executive Board will meet to determine if there is a theme that can be used during the two fundraising events.
- 7) Committee chairs will be notified immediately so the information can be used during planning meetings.

**ARTICLE ELEVEN – PTF Budget & Disbursement of Funds** – PTF budget is presented for approval at an all school PTF meeting. The annual budget includes designated amounts for social events such as Family Fun Night and End of Year Picnic. Also included are annual expenses for fundraising events such as credit card machine. The PTF budget will also include expenses for supported ministries such as *Mom's In Touch* and for blessing teachers and staff with a complimentary dinner at the school auction.

Designated as a permanent item to PTF fundraising disbursement is a 10% disbursement to the NHCA financial assistance fund, and 20% disbursement, divided evenly to bless teachers and staff of NHCA. These amounts are calculated after each fundraising event when net proceeds are determined.

Funds disbursement will be based on approved expenditures. A purchase order form with accompanying receipts must be signed by the PTF Treasurer and principal. This purchase order form is then submitted to NHLC for fund disbursement. Approved expenditures/designated funds purchases are to be completed prior to the start of the following school year. Purchases that carry over into the next year must be documented and reported in the PTF treasurer report. Records are maintained for all disbursements including detailed documentation of purchases.

**ARTICLE TWELVE – Internal Controls** – PTF Officers will maintain internal controls on all PTF transactions. The internal control process will include a review of the monthly treasurer report, and PTF church account monthly statements. All PTF treasurer account records are maintained in the school office. An additional review of PTF church account statements is completed by the principal. Copies of PTF documents, databases and software (e.g. auction software) will be stored on a NHCA master computer, server or storage device maintained by the school.

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## ATHLETIC PROGRAM

**PURPOSE & PARTICIPATION** – Our athletic program teaches students four lessons: the importance of physical conditioning, teamwork, the skills & rules of the game, and correct attitude. 5<sup>th</sup> through 8<sup>th</sup> grade boys and girls may participate. Boys may play soccer, basketball, and baseball. Girls may play soccer, volleyball, basketball, and softball.

**CONTRACTS & FEES** – Parents must sign, agree to abide by, and support the principles of the NHCA Athletic Program Agreement Contract. There is a \$35 participation fee per child, per sport. Parents are responsible for purchasing **sports uniforms**. After the season is over your child will keep the uniform.

**DRESS CODE** – Students should follow regular school dress code requirements. Related to dress code is jewelry. No jewelry is to be worn at practices or games. All jewelry is the student's responsibility. The coach may refuse to hold student jewelry.

Practices - Students are to be prepared for each practice. This means wearing athletic shoes, socks, t-shirts/sweatshirts, and shorts/sweatpants. Students without proper attire will not be allowed to practice and will be considered absent.

Games - Students are to wear the entire NHCA athletic uniform, including athletic shoes, on game days. Students without complete uniforms will not be allowed to participate in games or travel with the team to away games.

**ELIGIBILITY FOR ATHLETICS** – Students must commit to attending all practices and games. Students must maintain an average of 70% or better in each subject to be eligible to participate in any game or practice of the sports program. In addition, students must maintain good overall conduct and attitude in the classroom. Students may be "benched" for poor classroom, practice, or game conduct or attitude.

The athletic director will confirm each player's eligibility at mid-quarter and the end of the quarter. If the student's grades fall below our standard the following will take place:

1. The athletic director will inform your child the ineligibility effective date and the date of the next eligibility check.
2. The parents will be notified by telephone or email the ineligibility effective date and the date of the next eligibility check.
3. The student will be restricted from all practices and games for ten school days. At this time the teacher will recheck the student's performance. If the grades are raised to 70% or better, the student will be eligible to return to the team. If grades are not raised the student will continue to remain ineligible until the next mid-quarter notice or report card.

Children absent ½ or a full day may not participate in any extra-curricular event on the day of the absence. Any exceptions are made by the drama director. Absent ½ day is defined as: 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. Children absent ½ day must obtain an admission slip from the school office before entering their classroom.

**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 volunteer and paid coaches will interview by the athletic director and principal before being hired.

**SCHOOL ATTENDANCE AND GAME PARTICIPATION** – Children who are absent ½ day or a full day may not participate in any extra curricular event on the day of the absence. This would include athletic events and school musicals. Half-day absence is defined as: children arriving after 9:30 AM or leaving before 2:30 PM are considered ½ day absent. Children absent during the school day for any academic period longer than 40 minutes are considered ½ day absent. Children ½ day absent must obtain an admission slip from the school office before entering their classroom.

**GAME PLAYING TIME** – NHCA coaches are encouraged to give each player game time experience in each game providing the following criterion is met by the student athlete during his or her participation on the team:

- 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.
- 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, not send a message with a friend.
- Academics:** (See *Eligibility for Athletics* above)
- 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.
- Hustle:** Students will be evaluated on their effort and intensity during practices and games.
- 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 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.

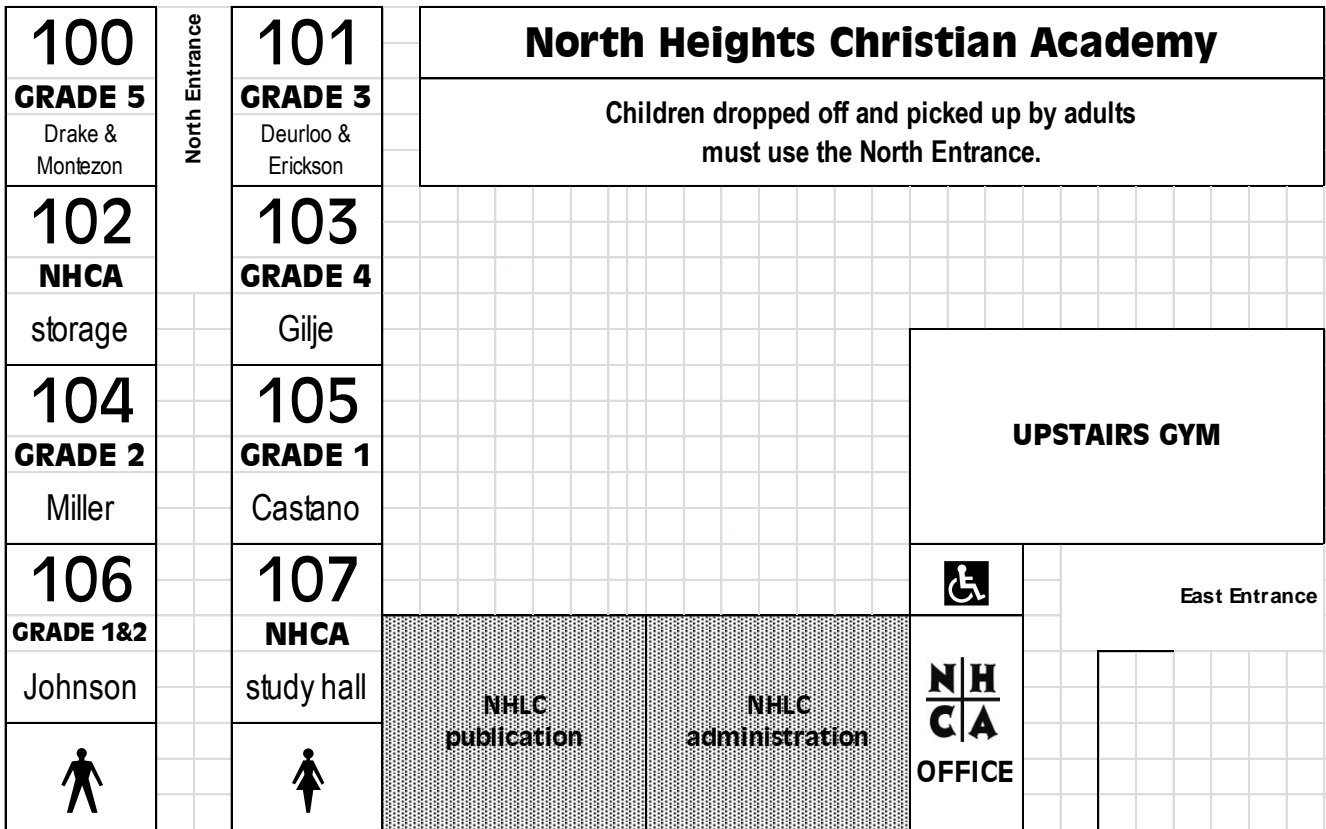
**SPORTSMANSHIP (Code of Conduct)** – Please remember to keep a Christ-like attitude at all times. Regardless of the game situation, all students, parents, coaches, and fans must conduct themselves in a respectful and mature manner.

**NHCA ATHLETIC PROGRAM REFERRAL SYSTEM** – Coaches will use the athletic program 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.

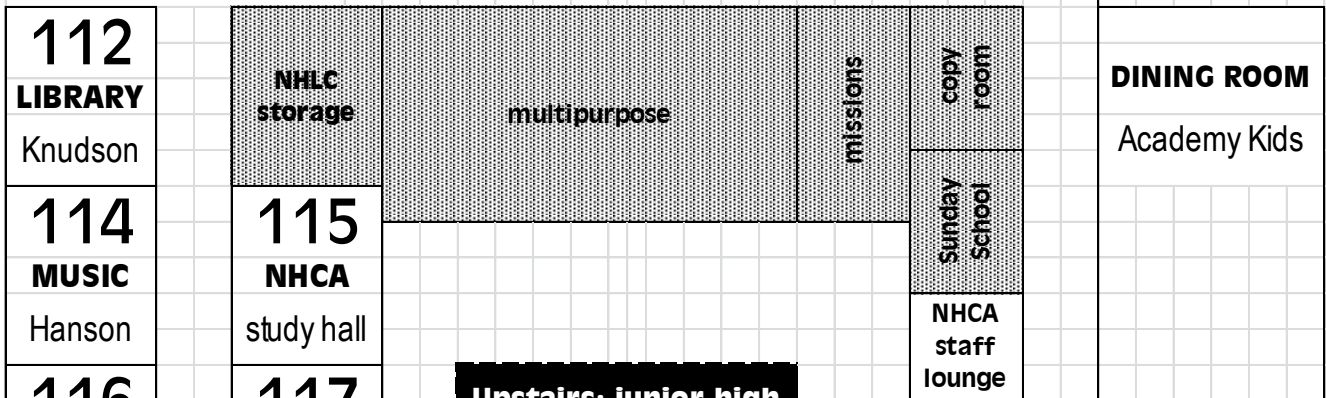
**CATHOLIC ATHLETIC ASSOCIATION (CAA)** – North Heights Christian Academy is a member of the Catholic Athletic Association. A complete directory of CAA schools and directions can be found on the Internet at [www.stpaulcaa.org](http://www.stpaulcaa.org).

**ATHLETIC AWARDS CEREMONY** – All participating students and their families are invited to attend our annual Athletic Awards Ceremony. Student athletes are recognized and honored for their efforts during the athletic seasons. One of each of the following awards may be presented to a student athlete at each level: Outstanding Improvement, Outstanding Defensive Player, Outstanding Offensive Player, Outstanding Attitude, and Outstanding Hustler.

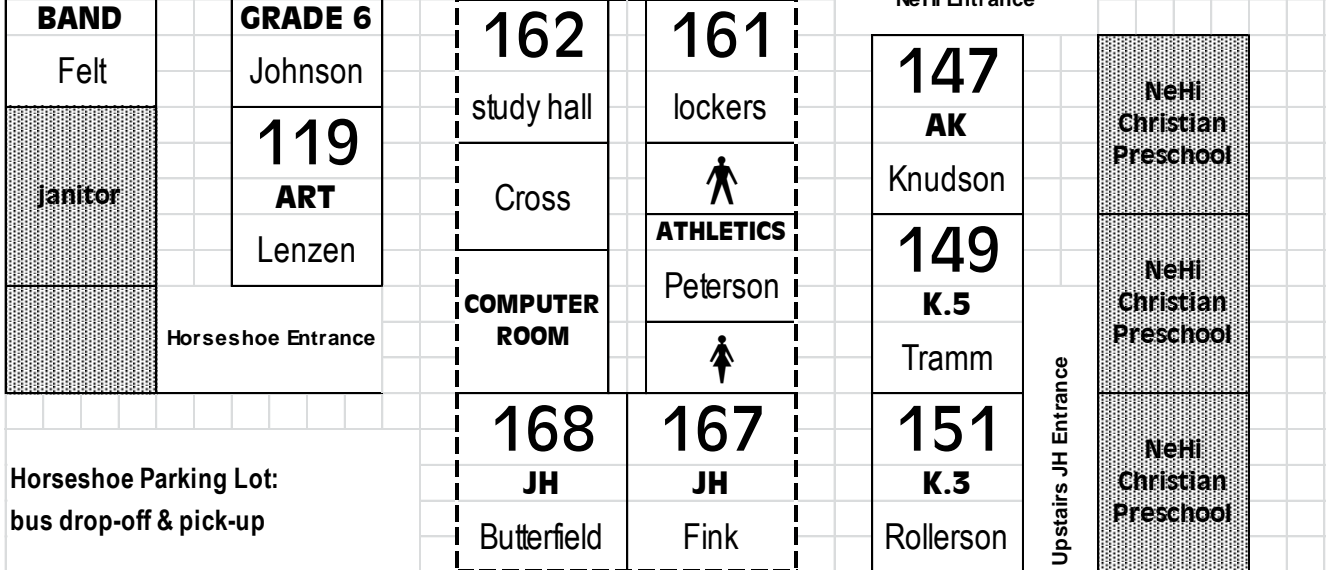
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Check with Newsnote for holiday Academy Kids availability.					28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	5-Mar	6-Mar	7-Mar	8-Mar	9-Mar
<b>NHCA 2011-2012 CALENDAR</b>														open house
29-Aug	30-Aug	31-Aug	1-Sep	2-Sep	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar
			open house						open house					
5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	19-Mar	20-Mar	21-Mar	22-Mar	23-Mar
Labor Day	1st day 1st-8th grades	1st day K-5	1st day K-3											
12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	26-Mar	27-Mar	28-Mar	29-Mar	30-Mar
	parent orientation			open house	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday					3/4 end 46 days
19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr
					Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday	Spring Break	Spring Break	Spring Break	Spring Break	Good Friday
26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr
					Christmas Holiday					Easter Monday				open house
3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr
									open house					
10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	23-Apr	24-Apr	25-Apr	26-Apr	27-Apr
				open house Auction Nov.12	MLK Birthday				2/4 end 41 days	Speech Meet	Speech Meet			Art Show
17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	30-Apr	1-May	2-May	3-May	4-May
	goal setting conferences	goal setting conferences	staff in-service	staff in-service				parent teacher conferences	parent teacher conferences				Sports Awards Ceremony	
24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	30-Jan	31-Jan	1-Feb	2-Feb	3-Feb	7-May	8-May	9-May	10-May	11-May
														open house
31-Oct	1-Nov	2-Nov	3-Nov	4-Nov	6-Feb	7-Feb	8-Feb	9-Feb	10-Feb	14-May	15-May	16-May	17-May	18-May
				1/4 end 41 days					open house					
7-Nov	8-Nov	9-Nov	10-Nov	11-Nov	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	21-May	22-May	23-May	24-May	25-May
				open house Auction Nov.12										staff in-service out @ noon
14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	28-May	29-May	30-May	31-May	1-Jun
					Presidents Holiday	staff in-service			Hist. Perspect	Memorial Day				
21-Nov	22-Nov	23-Nov	24-Nov	25-Nov	27-Feb	28-Feb	29-Feb	1-Mar	2-Mar	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun
		GPD out @ noon	Thanksgiving	Thanksgiving										semester awards, out @ noon, 8th graduation, 4/4 end, 42 days



Playground Entrance



**Upstairs: junior high**



Rice Street

**X** Afternoon pick-up  
is 3:00-3:20 PM. Enter  
& park or join the in-car  
waiting line. Exit to Rice  
or Woodbridge.

Parsonage

no entrance or exit

left turn  
only



right turn  
only



athletic teams only

Sanctuary

Gym



**NHCA** North Entrance

Fellowship  
Hall

NO PICK-UP IN THE HORSESHOE PARKING LOT



Baseball

IN-CAR  
WAITING

IN-CAR  
WAITING

IN-CAR  
WAITING

STUDENT WAITING AREA - No Parking

Soccer

exit

enter



Woodbridge Street