



A CHRISTIAN-BASED, CO-EDUCATIONAL PRESCHOOL THROUGH 12<sup>TH</sup> GRADE SCHOOL  
Student Handbook 2021-2022

## MISSION STATEMENT

Our mission is to provide a quality, Christ-centered education that empowers young people to excel.

## VISION

The Mile High Academy vision is to be recognized for excellence and renowned as a Christ-centered learning environment where every student and faculty member:

- Develops a personal relationship with Christ
- Embraces an enthusiasm for lifelong learning
- Creates an energizing academic faith community
- Maintains positive emotional, physical, intellectual and spiritual priorities
- Involves themselves in a life of service
- Supports a financially responsible educational program
- Promotes an emotionally healthy and physically safe school environment in which people are filled with a passion for learning and developing sound relationships

At MHA, you will find Christian educators who have committed their lives first to Christ. They are here to introduce students to Jesus Christ in addition to helping students focus and become well-rounded citizens for this kingdom and then the next.

MHA is motivated to help develop the whole person, contribute to our community and show respect for others and our surroundings. Each of us must learn to persevere, listen openly to constructive criticism and work hard through challenges, while remaining compassionate towards others.

## CORE VALUES

Mile High Academy has seven core values that are the basis for our school community and academics.

- Christ-Centered Living – Reflecting God’s character in attitudes and actions. (1 Peter 2:5)
- Honor – Showing value, dignity and high regard for people and property. (1 Peter 2:17)
- Exploration – Discovering new information to gain a deeper understanding of God and His creation. (Romans 1:20)
- Responsibility – Following directions, completing tasks and taking ownership of choices, words and actions. (Colossians 3:23)
- Integrity – Being truthful, fair and deserving of the trust of others. (Proverbs 20:11)
- Service – Working for the benefit of others. (Galatians 5:13)
- Heroism – Making decisions that align with convictions and beliefs, even if it means standing alone. (Joshua 1:9)

## HISTORY

Mile High Academy has been providing Christ-centered education since 1913. The school purchased the current fifteen-acre campus in 2014 and has grown from a lower-school and middle-school program to a full preschool through 12-grade college-preparatory program, including Dual Credit.

## CALENDAR HIGHLIGHTS

### 2021-2022

- First Day of School
  - August 17
- School Pictures
  - August 19
- Back to School Night
  - August 24
- Alumni Weekend
  - September 24 (Golf Tournament)
  - September 25 (Alumni Reunion)
- Walk-A-Thon
  - October 1
- Fall Break
  - October 21-22
- Fall Festival
  - November 13
- Thanksgiving Break
  - November 22–26
- Open Enrollment & Financial Aid
  - December 15
- Christmas Break
  - December 20 – January 3
- Martin Luther King Day-No School
  - January 17
- Winter Break
  - February 16-18
- President's Day – SCHOOL IN SESSION
  - February 21
- Annual Auction
  - April 3
- Spring Break
  - March 14-18
- Last Day of School
  - May 19
- Graduation
  - Kindergarten – May 17
  - 8th Grade – May 18
  - Senior Blessing – May 19
  - Senior Consecration – May 20
  - Senior Baccalaureate – May 21
  - Senior Commencement – May 21

## COVID-19

Regardless of where we stand on this issue it is important that we acknowledge the very real issue of the fact that this is a serious illness. As long as we continue to work together, we can continue to move forward as a school and community. Making decisions for a community is inherently different from making decisions for an individual family. Our students are so important to us and it is important that we think and act proactively when their wellbeing is threatened. We thank you for your support and continued prayers. Our hope is that our students will be able to experience an amazing school year, blessed with optimal physical, academic, and emotional health.

***By sending your child to MHA, parents recognize and accept this risk.***

**All policies and procedures in this handbook may differ from that listed below depending on policies and structures surrounding COVID-19.**

To access the MHA Back to School Plan, please click [here](#). Please understand that this plan will be modified and updated throughout the school year. The information listed in the reopen plan supersedes any information listed below that conflict with one another.

## ADMINISTRATION

Jocelyn Aalborg, MBA – Vice Principal, Finance and Development  
Andrew Carpenter, MA – Principal  
Brenda Rodie, A.S. – Vice Principal, Operations, Admissions and Records  
Tyler Rettler, B.S. – Director of Information and Technology

## STAFF

Angelika Feldbush, B.A. – Administrative Assistant/ASSIST Program Coordinator  
Karrie Meyers, B.A. – Communications, Development and Records Assistant  
Sheryl Murphy – After School Care  
Mindy Philpott, B.S. – Accountant  
Joy Wall – Administrative Assistant

## INSTRUCTIONAL STAFF

Alissa Armendariz, M.A. – Kindergarten  
Rebecca Berg, B.S. – History/Bible/Chaplain  
Michael Camacho, B.S. - Athletic Director/Physical Education  
Chad Chaffee, B.S. – Math/Robotics/Computer Science  
Taryn Clark, B.A. – Fifth Grade  
Trudi DelMastro, B.S. – First Grade  
Jenni Eno, M.A. – English  
Sherri Francis, M.Ed. – Fourth Grade  
Jessica Gleason, M. Ed. – Second Grade  
Christina Hernandez, B.A. – Middle School  
Kristina Rettler, B.S. – Art  
Carlos Valencia, Ph.D. - Middle School  
Lisa Venteicher, M.Ed. – Science  
Walter Weber, B.A. – Middle School  
Lucy Werner, B.A. – Director of Preschool  
Denae Yuros, B.A., B.S. – Third Grade

## CONSTITUENT CHURCH PASTORS

Evgeni Kovachev – Denver South Adventist Church  
Nathaniel Gamble – Denver West Adventist Church  
Daniel Birai – LifeSource Adventist Fellowship  
Andy Nash – Littleton Adventist Church

## GENERAL INFORMATION

Mile High Academy is owned and operated by the Rocky Mountain Conference of Seventh-day Adventists. Established with the purpose of assisting in the development of the whole person (mentally, physically, socially, and spiritually), MHA aims to advance youth for passion and leadership in their professional and vocational futures. The school seeks to develop students who experience Jesus Christ as a personal friend and connect with a caring school family.

Please note revisions may be made to this handbook during the school year and may be communicated to you verbally and/or in writing. If you have any questions, please call the school office at 303.744.1069.

## ACCREDITATION

Mile High Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities and by the Middle States Association Commissions on Elementary and Secondary Schools. MHA is affiliated with the Rocky Mountain Conference of Seventh-day Adventists and the Mid-America Union Conference of Seventh-day Adventists.

## GENERAL EXPECTATIONS

When students register at Mile High Academy, they and their parents voluntarily agree to abide by the school's requirements, designed to benefit the student body. Students are encouraged to participate in MHA's programs and activities. It is imperative that students know the requirements and standards they are expected to follow and that they demonstrate responsible behavior in harmony with Christian principles.

## SCHOOL COMMITMENT

The faculty and staff at Mile High Academy commit:

- To educate your child in a Seventh-day Adventist, Christian environment
- To be a partner in the education and formation of your child
- To have your child's safety as a priority
- To meet your child's learning needs if the program can reasonably accommodate them
- To have your children taught by caring, competent, qualified teachers and mentors
- To communicate with parents in a timely manner

## PARENTAL COMMITMENT

Any parent who presents their student for admission to Mile High Academy commits to willingly support the faculty and administration and uphold the school's Christian principles. You are a partner in your child's education. Your support of both MHA and your child is vital to the success of the educational process. The school expects the following from all families:

- To earnestly pray for MHA and all students
- To pledge your participating in the family volunteer program
- To support all school policies and monitor your child's compliance
- To recommend MHA as a Christian, value-based educational center
- To meet all financial obligations in a timely manner
- To establish communication with teachers by letting them know your preferred method of communication (e-mail, phone, etc.)
- To seek to resolve any matters of dissatisfaction with the person(s) involved, rather than spread criticism or hold a negative attitude

Our tuition rates and subsidies from our constituent churches and the Rocky Mountain Conference don't fully cover MHA's education costs. We rely on charitable contributions and gifts-in-kind from parent partners to remain financially healthy. Upon acceptance to MHA, your family will be asked to pledge to one (or both) of the following:

- Serve in our Parent Volunteer program between July 1 and June 30 for 20 hours per family
- \$200 per family charitable gift. Monetary donations are receipted and tax deductible. MHA is a 501(c)3 organization.

## STUDENT COMMITMENT

Students who present themselves for admission to Mile High Academy commit to observe all school policies and uphold our Christian principles.

## WORSHIP AND COMMUNITY

Every student has an opportunity to participate in daily morning meetings. This time serves as a platform for fellowship through short devotions, student prayer groups, affirmation, instilling and direction on MHA's CHERISH core values, building community, and addressing issues in the MHA community.

Students participate and are encouraged to actively play a role in a special, weekly chapel service that seeks transformation through praise and worship, prayer and Bible teaching.

Scheduled throughout the year, MHA celebrates F.O.C.U.S. (Focus On Christ's Ultimate Sacrifice) Week. Guest speakers, students, faculty and staff share their journeys of faith and encourage one another to FOCUS on Jesus and the commission given to us in Matthew 28:16-20, "Go and make disciples...and I will be with you always..."

# SCHOOL POLICIES & PROCEDURES

## ADMISSION INFORMATION

The Mile High Academy admission process includes:

- Online application
- Placement testing (grades 1-12)\*
- Family Interview
- Online Enrollment
- Registration

*\*All students 1<sup>st</sup> grade and above must take a placement exam to determine proper class placement.*

Required documents include: \*

- Birth certificate
- Most recent immunization records
- Medical examination (PS/K Only)
- Pastor recommendation
- Teacher recommendation (grades 6-12)
- Administrator recommendation (grades 6-12)
- Transcript request

Students entering Kindergarten must be 5 years old by October 1. There are no exceptions. MHA reserves the right to grant or decline admission to any student on a year-to-year basis. All new students are on probation for the first 30 days of their attendance at MHA.

*\*Students aren't placed in a class until registration is finalized, registration fees have been paid, and all requested forms are complete and given to the admissions director. All applications are subject to the Admissions Committee approval.*

## AFTER SCHOOL CARE

All children are required to be supervised after school. All students 8<sup>th</sup> grade and younger who are not picked up by 3:15 p.m. will be placed in the After School Care program. After School Care ends at 6:00 p.m.

Please note the following additional details:

- A small snack is provided.
- Families using this service will be charged \$4 per hour for each student who uses the after care program.
- Children remaining after 6:00 p.m. will be charged \$1 per minute per child.

Students who aren't picked up within 15 minutes of the close of the program and whose parents haven't contacted the school will be considered abandoned and the police will be notified.



## ATTENDANCE POLICY

School is the work of our students. It is their most important commitment and job as they are growing. Time in a classroom with a teacher and peers is a key of MHA's program and few things make success harder for a student that multiple tardies or absences. Students are required to attend and be on-time to all classes, chapels, assemblies, class meetings and gatherings at the school. It is our responsibility to promote the academic success of all students, and regular school attendance is a critical piece of that success. We feel it is important to have a specific attendance policy. Therefore, attendance is 10% of the grade for every 6-12 class.

### **LOWER SCHOOL**

#### **Preschool**

Attendance is not required. Parents are asked to contact the preschool classroom directly to report any absences, both planned and unplanned. Tuition is charged with payment expected for all days the student is enrolled in the preschool program regardless of attendance. Students must be physically checked in/out of the preschool classroom.

#### **K through 5<sup>th</sup> Grade**

- Every student is expected to attend school both punctually and regularly.
- Absences are only excused for sickness, bereavement, medical appointments, family emergencies, and court appearances. All other absences must follow the Pre-Arranged Absence policy.
- A doctor's note is required for all medical appointments for the absence to be excused.
- A student absent 7 days (15%) out of a nine-week period, for whatever cause, may forfeit his/her period grades.
- Tardies are defined as students arriving after 8:00 a.m. and prior to 9:30 a.m.
- Half Day Absences are defined as students arriving later than 9:30 a.m. or leaving before 2:00 p.m.
- Parents must call the office by 8:00 a.m. the day of the absence, stating the reason for the absence.
- Absences from PE require a note or phone call from a parent or guardian, allowing the student to miss PE class or recess. Long-term exemptions require a doctor's note.
- Pre-Arranged absences include such things as a college visit, wedding, educational/leadership conference, family trip, etc. Each student must obtain a Pre-Arranged Absence form from the front office and **MUST BE SUBMITTED FOR ADMINISTRATIVE APPROVAL FIVE DAYS PRIOR TO ANY PLANNED ABSENCE** or the absences may be considered unexcused. Only with administrative approval can a student expect to make up any missed assignments and tests, with the knowledge some special assignments (notes on guest lecture, etc.) are impossible to make up or plan for in advance. Prearranged absences do not negate the consequences of missing more than 15% of a class. Teachers are not required to provide make-up or alternate work for absences that have not gone through the prearranged absence process.
- Excessive unexcused absences are defined as students who receive five unexcused absences and will receive a warning letter. Students with eight unexcused absences will receive a letter requesting them and their parents/guardian to meet with the principal to determine a satisfactory plan for meeting attendance requirements. If a satisfactory plan can't be agreed upon or followed, the student may be considered for expulsion or immediate withdrawal.

## **MIDDLE SCHOOL**

### **6<sup>th</sup> to 8<sup>th</sup> Grade**

- Every student is required to attend school punctually and regularly.
- 3 tardies = 1 Absence.
- Absences are only excused for sickness, bereavement, medical appointments, family emergencies, and court appearances. Any other absence must follow the Prearranged Absence policy.
- A doctor's note is required for all medical appointments for the absence to be excused.
- Students returning from school trips will be given 24 hours (one school day) per day of absences after returning to turn in all missed work and/or take any tests.
- Chapel attendance is taken at all chapels and absences count the same as class absence.
- A tardy becomes an absence 10 minutes after the scheduled start of the class.
- Parents should call the front office by 8:00 am the day of the absence, stating the reason for the absence.
- Absences from PE require a note or phone call from a parent or guardian, allowing the student to miss PE class or recess. Long-term exemptions require a doctor's note.
- Pre-Arranged absences include such things as a college visit, wedding, educational/leadership conference, family trip, etc. Each student must obtain a Pre-Arranged Absence form from the front office and **MUST BE SUBMITTED FOR ADMINISTRATIVE APPROVAL FIVE DAYS PRIOR TO ANY PLANNED ABSENCE** or the absences may be considered unexcused. Only with administrative approval can a student expect to make up any missed assignments and tests, with the knowledge some special assignments (notes on guest lecture, etc.) are impossible to make up or plan for in advance. Prearranged absences do not negate the consequences of missing more than 15% of a class. Teachers are not required to provide make-up or alternate work for absences that have not gone through the prearranged absence process.
- Excessive absences are defined as students who are absent (excused or unexcused) for more than 15% of a class within a quarter will receive a withdrawal or fail for that class.
- Attendance is 10% of a grade for each class.

## **UPPER SCHOOL**

### **9<sup>th</sup> through 12<sup>th</sup> Grade**

- Every student is expected to attend school punctually and regularly.
- 3 tardies = 1 absence.
- Excused absences only include sickness, bereavement, medical appointments, family emergencies and court appearances. Any other absence must follow the Prearranged Absence policy.
- A doctor's note is required for all medical appointments for the absence to be excused.
- Students returning from school trips will be given 24 hours (one school day) per day of absences after returning to turn in all missed work and/or take any tests.
- Chapel attendance is taken at all chapels and absences count the same as class absences. These absences will be applied to student Bible class attendance and grades.
- A tardy becomes an absence 10 minutes after the scheduled start of the class.
- Parents should call the front office by 8:00 am the day of the absence, stating the reason for the absence. Whether or not the absence is excused is at the discretion of the office.
- Absences from PE require a note or phone call from a parent or guardian, allowing the student to miss PE class or recess. Long-term exemptions require a doctor's note.

- Pre-Arranged absences include such things as a college visit, wedding, educational/leadership conference, family trip, etc. SUCH REQUESTS MUST BE AVOIDED DURING SCHEDULED FINAL EXAMINATIONS. Each student must obtain a Pre-Arranged Absence form from the front office and MUST BE SUBMITTED FOR ADMINISTRATIVE APPROVAL FIVE DAYS PRIOR TO ANY PLANNED ABSENCE or the absences may be considered unexcused. Only with administrative approval can a student expect to make up any missed assignments and tests, with the knowledge some special assignments (notes on guest lecture, etc.) are impossible to make up or plan for in advance. Prearranged absences do not negate the consequences of missing more than 15% of a class. Teachers are not required to provide make-up or alternative work for absences that have not gone through the prearranged absence process.
- Excessive absences are defined as students who are absent (excused or unexcused) for more than 15% of a class within a quarter will receive a withdrawal or fail for that class.
- Attendance will affect the grades in each class as follows:
  - Level 1: One unexcused absence – 5% of the grade
  - Level 2: Two unexcused absences – additional 5% of grade (10% total)
  - Level 3: Three unexcused absences – administrative intervention
  - Level 4: 15% of total classes – loss of credit

## BIBLE CLASS

We are committed to providing quality academic instruction. We take time within the academic instruction to provide quality Bible-based instruction in all levels of our school. MHA is a place student can ask questions, study the Bible for themselves, get more acquainted with the Biblical narrative and, most importantly, develop a closer relationship with Christ. As a school, we follow the Encounter Bible curriculum approved by the NAD.

## BIBLE STUDIES

Bible studies and pastoral counseling are offered as part of our program to grow the spiritual life of each student. Our goal is that each student finds Jesus on his/her own, feels free to ask questions about God and the Bible, and feels supported as he/she grows in Christ. We are committed to this goal, until Jesus returns and meets each student in the Heavenly Reunion. For questions about any aspect of our Spiritual Life program, please contact our chaplain.

## CLOSED CAMPUS

Mile High Academy operates as a closed campus. Students are expected to remain on campus throughout the day. Occasionally a student may have to leave campus before the end of his/her scheduled classes. Permission, including verification of appointment from the doctor, dentist, etc., must be provided by the student's parent or guardian.

- Parents of preschool students must check out with the preschool teacher.
- Parents of K-12 students must sign out on the sheet at the front office before the student leaves the school premises.
- Upper school students who drive but are not seniors must have written permission from a parent/guardian on file at the office if they leave before the end of the school day due to their specific class schedule.

## COMMUNICATION

Mile High Academy strives to provide appropriate and timely communication with our families regarding school events and any issues that arise regarding specific students. Families will receive communication in the following ways:

- Weekly email newsletter to all PS-12 families – **Mustang News**
- Weekly email/newsletter from classroom teachers for grades PS-5
- FaceBook/Instagram
- FACTS SIS Parent Alerts: text messages sent for snow days or other emergent communication
- MHA's website: [milehighacademy.org](http://milehighacademy.org)
- Email or direct phone calls to parents with specific student-related communication

## CONFISCATED ITEMS

Items brought to school that are against school policy or that are left in the hallways unattended will be confiscated. The item may be returned at end of day to the student or via parent pickup. Unclaimed items will not be held. Any item that becomes a distraction, in or out of the classroom, may be confiscated. A \$10 fee may be charged before returning the confiscated item. MHA is not responsible for lost or stolen items. (See cell phones policy)

## CONTINUOUS ENROLLMENT

Mile High Academy operates under a continuous enrollment model, meaning that once a student is enrolled at MHA, the student will continue through graduation unless MHA is notified otherwise. MHA should be notified by December 15 each year if a student will not be enrolled for the following year. Registration fees for the following school year are automatically billed in January (tuition-free month) unless MHA has been notified otherwise. Families who have decided to withdraw are asked to complete an exit interview with the Director of Admissions. No refunds of the registration payment will be given except for the following reasons

- Moving/relocated 50+ miles away from Mile High Academy
- Student's education needs that can no longer be met at MHA, as determined by MHA administration
- Withdrawal at the request of MHA
- Family status changes supported by court documents
- Military service orders supported by documentation
- The family has a completed and verified application for tuition assistance on file by March 10 and has determined the amount isn't sufficient.

*\*Any fees refunded will be minus a \$50 administrative fee.*

## DISCIPLINE

Discipline at MHA involves a balancing of justice and mercy, considering many factors. Discipline, when needed, will be directed within the CHERISH core values when applicable. Mile High Academy's general expectations of conduct remain in force throughout the year, including vacations and off-campus time. Additional rules, guidelines or regulations may be adopted by the faculty and announced to the students during the school year.

MHA reserves the complete discretion to make disciplinary decisions, including suspension and/or expulsion. If a student's progress or conduct is unsatisfactory, their spirit is manifestly out of harmony

with the standards of the school, or their influence is found to be detrimental, the student may be asked to withdraw at any time. Students who are suspended may be asked to give up student leadership positions.

As MHA is a Christian school, all students are expected to uphold the moral standards on and off campus and social media. The following is a non-inclusive list of behaviors that may result in disciplinary action:

#### **DESTRUCTION OR MISUSE OF SCHOOL PROPERTY**

- Vandalism, destruction, or defacement of property belonging to the school, school personnel, students, or guests.
- Unauthorized use of keys—The use, possession, or distribution of keys for which the student has no authorization. This also includes tampering with or damaging existing locks.
- Activating false alarms—Any student activating or tampering with a fire alarm other than for its intended purpose will be suspended and turned over to the proper authorities.
- Water guns/water balloons: Any student using a water gun in the school building will have the gun confiscated. Water guns that are being used outside, may also be confiscated. Water balloons and water balloon fights are not permitted inside the school buildings.
- Spray cans—Use of spray cans (i.e. “mace”) may result in suspension.

#### **DISHONESTY**

- Forgery—Using a parent or teacher’s signature or initials to excuse absences, alter a grade or forgery of any school document.
- Cheating—Taking a dishonest academic advantage. Cheating includes, but is not limited to, the following: \*
  - Glancing during a test or quiz
  - Unsanctioned “team” work on an assignment
  - Habitual absenteeism on test/assignment days
  - Failure to cite adequate sources on assignments
  - Copying a portion of a research project
  - Changing answers
  - Cheating notes
  - Stealing a paper/test/key
  - Carrying a test out of a room
  - Copying a paper or test
  - Excessive “outside assistance” on an assignment
  - Plagiarism

\* *MHA supports teacher’s classroom cheating guidelines as printed and given to the student via course outlines.*

#### **ILLEGAL ACTIVITIES**

Students suspected of engaging in illegal activities will be reported to the proper authorities.

#### **INFLECTING HARM UPON ONE’S SELF OR OTHERS**

- Fighting
- Verbal abuse of others
- Inflicting physical harm on another intentionally or by serious neglect

#### **INSUBORDINATION**

- Undermining the religious ideals of the school

- Defiance of MHA authority
- Disorderly conduct—conduct that is disruptive to the educational process of the school
- Failure to complete a disciplinary directive

### **OBSCENE/SEXUAL BEHAVIOR**

- Obscene or inappropriate behavior, including habitual profanity, vulgarity, possessing obscene literature or materials
- Sexual misconduct, harassment, or abuse, including any unwanted or offensive conduct such as sexually suggestive remarks, sexual gestures, sexual jokes, pressuring for dates or sex, remarks of a sexual nature about an individual’s anatomy, sexual touching, indecent exposure, sexual discussions, sexual pictures, and other inappropriate conduct (See “Harassment/Sexual Abuse”)
- Inappropriate sexual behavior—Students involved with any form of sexual behavior (i.e. petting, sexual intercourse) will be subject to suspension or expulsion.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Overt affection creates an environment that is not conducive to concentration and learning. Therefore, students should refrain from intimate behaviors on campus or at school related events and activities. Overt affection also known as Public Display of Affection (PDA) is defined at the sole discretion of MHA. Restorative and disciplinary consequences are also at the sole discretion of MHA.

### **GANG RELATED ACTIVITIES**

Gang related activities are prohibited and will be reported to the proper authorities. This includes, but are not limited to, the following:

- participating in gang-related activities,
- possessing or displaying gang-related clothing, symbols, or paraphernalia,
- distribution of gang literature or materials,
- display of gang-related posters or graffiti, and/or
- recruitment for gang membership.

### **WEAPONS**

The use, possession, sale, or furnishing of any illegal weapon, firearm, or other dangerous device is prohibited. This includes guns, knives, miscellaneous weapons, dangerous objects and explosive devices including fireworks.

### **DRUG AND ALCOHOL POLICY**

It is a violation of MHA’s alcohol, vaping, and drug policy for students to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant or alcoholic product, both on or off campus.

Prescription or over-the-counter drug abuse and tobacco is prohibited. Possession of drugs or alcohol includes having such substances on the student’s person or within an area of his control, including, but not limited to their car, locker, books, clothing, or some other location known to the student. Students may be placed on suspension during an investigation.

Each student and parent agree that by presenting themselves for admission to MHA, each expressly gives their consent for drug and alcohol testing as determined necessary by MHA. MHA may search for drugs or alcohol and may require a student to take drug and alcohol testing at any time for any reason.

Students who are concerned about their involvement or the involvement of another person with drugs or alcohol are encouraged to tell a staff member. Self-referrals are treated without disciplinary action, but the student must be assessed, and all directives must be followed.

Students who are found to have violated school alcohol, vaping, and drug policy shall be subject to random drug screening as determined by the school administration. The costs for such screening will be the responsibility of the student's parent(s) or guardian(s).

Students who are present when drug or substance abuse takes place are subject to drug screening as determined by MHA. The cost for such screening will be the responsibility of the student or his/her parent(s) or guardian(s) if the results are positive.

Failure to Submit to Testing—A student's failure or refusal to take a drug-screening test within two hours of a request will result in the assumption of a positive test.

Distribution, sale, or trafficking of drugs or alcohol is prohibited.

These same policies apply to cigarettes and tobacco.

## EMERGENCY LOCK DOWN

In the case of an emergency that requires MHA to go into lockdown (criminal in area, crime scene next door, tanker spill, etc.), parents/guardians will be notified via text. Parents/guardians are not allowed into the building until the conditions have improved and Douglas County Sheriff's department has given the approval for MHA's administration to give the "all clear." Parents/guardians will be notified electronically when they may pick up their children.

MHA has partnered with BluePoint rapid emergency response systems. Pull stations are located around the school. When activated will immediately notify Douglas County Sheriff department for the need of police presence. Students who pull these stations falsely will be fined according to Douglas County Sheriff department.

## DRESS CODE/APPEARANCE

Student appearance is representative of both the student and MHA and should at all times reflect the CHERISH core values. MHA reserves the sole right to interpret and enforce the student dress code.

### **DRESS CODE ENFORCEMENT**

Students out of compliance with the dress code will be required to change to return to class. If no substitute dress is available, a parent will be contacted to bring appropriate dress for their student to MHA. As a last resort, the student will stay in the office until in compliance with the dress code.

### **PRESCHOOL**

- No belts.
- No jewelry.
- Tights or shorts must be worn under skirts and dresses.
- All footwear must have closed toes.

### **LOWER SCHOOL and MIDDLE SCHOOL (K-8)**

- Any solid color Polo shirt.
- Long sleeve t-shirts worn under the polo may be of any solid color.
- Lower school students may wear white-buttoned tops. Middle school students may wear white or black-buttoned tops.
- All sweaters or fleece must be a solid color if worn in the classroom. MHA hoodies and sweatshirts are also approved in the classroom.
- Sleeveless shirts or tank tops are acceptable while participating in athletic activities.
- Solid color polo dresses.
- Pants, shorts, and skirts should be khaki or navy blue. Middle school students may also wear bottoms in black or gray.
- The length of shorts and skirts must reach mid-thigh.
- Leggings under skirts and dresses must be a solid color.
- All footwear must have closed toes. Footwear with non-marking soles must be worn for PE class.

### **UPPER SCHOOL (9-12)**

#### **Tops, Sweaters, Shirts, Blouses**

- Any color or pattern is appropriate.
- Tops that are modest, cover the torso and not low cut. Sleeveless tops are approved provided that the shoulder blade is covered (no tanks or straps).
- Any MHA or College Hoodie. Hoodies cannot be worn with the hoods up inside the building.
- Sports, graphic, and logo shirts are not acceptable.

#### **Pants, Shorts or Skirts**

- Any color or pattern sized to fit.
- Hemlines may not be shorter than mid-thigh.
- Clothing that is in good condition without holes, tears, frays. Ripped or torn pants are not acceptable.
- Yoga pants, jeggings, and leggings are appropriate only when worn with tops that reach the thigh and encircle the front and back.

### **GENERAL FOR LS, MS AND US**

- Chapel (Tuesday) dress for PS-8 includes a school-provided polo.
- Clothing, notebooks, folders, backpacks, etc. should also reflect MHA CHERISH core values.
- Hats/caps/sunglasses are not to be worn inside the school building.
- Footwear must be worn at all times; close-toed shoes are required for PS-8 and in the science lab.
- Jewelry, except wristwatches, is not allowed.
- Visible tattoos are not to be seen at school or any MHA function.
- Undergarments should not be visible. Sports bras are considered undergarments and should not be visible including during athletics.
- Sweatpants or athletic style pants/shorts are approved only as directed during athletic activities.
- Clothing that does not cover the midriff is not approved.



## FAMILY NUMBERS

Each MHA family is assigned a pick-up number. One copy of this number is printed by MHA on authorized carpool tags and distributed to each family. Four additional carpool tags are available at registration. Original carpool tags, not copies, must be displayed on the visor, dashboard, rearview mirror, or windshield of the passenger side of the vehicle and be clearly visible to faculty/staff member on duty. All students are issued a mini carpool tag to attach to each student's backpack. If you are carpooling, you must have a carpool tag for each family of the students being picked up.

Each family must provide a carpool tag to anyone else that is authorized to pick up their children. For security reasons, the faculty/staff member on duty will not allow a student to enter a vehicle that does not display an authorized carpool tag. If the driver of the vehicle does not have a carpool tag, the driver must park and go to the main office to check out students. No one will be allowed to pick up students with outdated or non-school issued carpool tags. Carpool tags must be on display until all children are loaded within the vehicle.

MHA will only issue replacement carpool tags to those with valid identification. If your student is physically or medically restricted from walking to or from the designated loading zones to the school, please notify school administration as soon as possible so that reasonable accommodations may be made.

## FINANCIAL INFORMATION

Mile High Academy's finance committee annually sets the school's fees and tuition. According to the enrollment contract, tuition fees are a binding obligation for the entire school year. The school reserves the right to change the rates charged at any time to meet changing economic conditions. Current information about tuition, fees, discounts, and financial assistance may be found at [milehighacademy.org](http://milehighacademy.org).

### APPLICATION FEE

Application fees are charged on a per family basis. Fees are \$150 for grades PS-12. Application fees are non-refundable.

### REGISTRATION FEE

Registration fees cover student accident insurance, technology (1:1 program), Suzuki program, FACTS, yearbook, school supplies (PS and K-5), lower school field trips and class parties, middle school textbooks, class dues and electives (6-12), PSAT test (10-11), one ACT or SAT test, student association dues, two banquets (US), one school-wide MHA apparel item and music dues. The registration fee is nonrefundable.

Registration fees for students registering for the 3<sup>rd</sup> quarter will be pro-rated at 75%. Registration fees for students registering for the 4<sup>th</sup> quarter will be prorated at 50%. Registration fee's as follows:

- Preschool \$250
- Lower School \$625
- Middle School \$875
- Upper School \$950

## TUITION

Tuition is divided into 10 installments and billed July through May. **January is a free tuition month to pay registration fees for the next school year** (see Continuous Enrollment). A monthly statement from FACTS is emailed/mailed to the responsible party. Parents can access their tuition and set up an auto pay account through FACTS at any time.

Tuition is due the 5<sup>th</sup> or the 20<sup>th</sup> of the month, depending on the date selected in FACTS.

- Preschool – 3 days \$5,815 (\$581.50 x 10 payments)
- Preschool – full time \$8,875 (\$887.50 x 10 payments)
- Lower School \$8,140 (\$814.00 x 10 payments)
- Middle School \$9,875 (\$987.50 x 10 payments)
- Upper School \$12,790 (\$1,279.00 x 10 payments)

Seventh-day Adventist Rate:

- Lower School \$6,105 (\$610.50 x 10 payments)
- Middle School \$7,405 (\$740.50 x 10 payments)
- Upper School \$9,595 (\$959.50 x 10 payments)

## **TUITION DISCOUNTS**

Family Tuition Discounts: Discounts are given to families with more than one child in attendance at Mile High Academy. The discount is applied to the tuition of the youngest child as follows:

- First Student – Full Tuition
- Second Student – 5% discount
- Third Student – 10% discount
- Fourth Student – 20% discount
- Fifth Student – 25% discount

Tuition Pre-Payment Discount: A 5% discount is given on net tuition paid for the entire school year if paid by July 1 through FACTS.

## **INTERNATIONAL STUDENTS**

International students are charged the following on top of the tuition rates listed above: \$3,000 (K-5), \$4,000 (6-8), and \$5,000 (9-12). This doesn't include residential and registration fees, transportation or other miscellaneous fees. International students who audit classes for a portion of the school year will pay the same tuition rate, but the registration fee will be waived. Other fees may apply, including application and enrollment fees.

## **EARLY WITHDRAWAL**

Students who withdraw during the school year must pay all his/her outstanding accounts, including the full tuition for the month they are in attendance. Financial clearance from the finance office must be approved on the withdrawal forms. If a student leaves anytime during the year, the responsible party is required to pay the full month.

## **TEXTBOOKS**

The school registration fee covers textbook rental for PS-8<sup>th</sup> grade students, with the classroom teachers distributing to the students. Please see the school's website for a list of 9-12<sup>th</sup> grade required textbooks.

Textbooks for 9-12<sup>th</sup> grade will NOT be available at the school bookstore. MS students taking US-level Algebra 1 or Geometry will be required to purchase these textbooks on their own.

### **FINAL GRADES**

All family accounts must be current to receive final grades. If the accounts aren't current, the student will be allowed to take the exams, but the FACTS SIS account will be locked until the account is current with the financial agreement.

### **TESTING**

One ACT or SAT test costs are included in the Junior and Senior registration fees. One PSAT test is included in the Sophomore and Junior registration fees. Students are responsible to pay for any additional ACT, SAT, PSAT or AP tests.

### **ADDITIONAL FEES**

The following are estimates only and not to exceed:

- 8<sup>th</sup> Grade Trip \$500
- Educational & Mission Trip \$250-3,500
- Prayer Conference \$25
- Music Festivals \$25-100
- Music Uniform \$100
- Music Tour \$1,000
- Robotics Trip \$1,000
- Senior Trip \$2,000

### **GRADUATION COSTS**

Mile High Academy provides diplomas, stoles, honor pins and recognition cards for graduating seniors. All other expenses will be deducted from the trust funds or are the students' responsibilities. Transcriptions or diplomas are issued only with clearance from the Vice Principal of Finance.

### **STUDENT FINANCIAL AID**

Limited financial assistance is available each year based on established need. An outside tuition management company, FACTS, reviews each application to determine eligibility. Both a completed financial aid application form and a copy of the previous year's federal tax return (1040) must be submitted before any consideration will be given for financial aid. The application is available on our website ([milehighacademy.org](http://milehighacademy.org)) or at <https://online.factsmgt.com/aid>.

Tuition assistance may be available to qualifying students via the additional following sources:

- ACE Scholarship: Families must qualify for the Federal Free and Reduced Lunch Program to qualify for this scholarship. MHA has a limited number of spots. Applications are available in the finance department.
- Church Tuition Assistance: Some churches provide tuition assistance to eligible members. Please see your local church pastor for more information.
- School Financial Aid: MHA has limited resources available for qualifying families based on need. Applications can be found online at <https://online.factsmgt.com/aid>.

## **STUDENT LABOR**

Students earning funds on our campus play an important part of the overall financial package to help offset tuition costs and other MHA fees. We encourage wages be applied to the student's MHA accounts, not for personal use.

Students 14 years and older and receiving student aid are encouraged to participate in the student worker program. However, jobs aren't guaranteed. Students wishing to work should notify the office.

Jobs are assigned by the administration at the beginning of the year and as positions become available throughout the year. Students who don't keep their work commitments are given a warning and may lose their position.

A social security number is required to work under federal law, and an ORIGINAL social security card must be presented no later than the first day of work to complete the application process. If returning to work, you must be approved by the Vice Principal of Finance before the student can begin.

## **FINANCIAL AGREEMENT**

Parents who enroll students at Mile High Academy have entered into a contractual agreement with the school and are expected to live up to these commitments. Monthly balances or approved financial agreements must be kept current.

## **DELINQUENT ACCOUNTS**

It is not the intent of the Administration to exclude children from school, but to emphasize to families the need to contact the school office to make other arrangements when they cannot make on-time tuition payments. In addition, Mile High Academy's policy that no student shall receive a diploma/transcript/report card if any financial obligations are outstanding.

## **LOST KEY CARDS**

Grades 6-12 are required to have key cards to access buildings during school hours. It is \$10 to replace lost cards. Cards not used within five school days are assumed lost and are deactivated. The \$10 replacement charge will be assessed after 10 days.

## **CREDIT CARD FEES**

A service fee will be assessed on any tuition and registration fee payment made with a credit card, payable by the customer. This includes payments made through FACTS or manually at the office. We encourage families to utilize FACTS's debit card or bank account options to avoid these charges.

## **HARASSMENT/SEXUAL ABUSE POLICY**

Mile High Academy is committed to providing a safe and free-from-harassment learning environment. MHA expects both students and faculty to avoid any unwelcome behavior or conduct toward others, which could be interpreted as harassment.

## **DEFINITIONS**

Sexual harassment includes, but is not limited, to the following, either in person or through the use of technology/social media:

- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature
- Unwelcome sex-oriented comments (e.g. kidding, teasing, jokingly degrading, or offensive sexual comments or sexual gestures)
- Suggestions, requests, pressure, threats, or demands for sexual favors
- Unnecessary or inappropriate touching of an individual, (e.g. patting, pinching, hugging, repeated brushing against another person's body)
- Inappropriate visual conduct which creates embarrassment or suggests an interest in sexual activity.

Other harassment on account of age, race, ethnicity, or disability includes, but is not limited to, the following, either in person or through use of technology/social media:

- Subjecting others to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity, or disability
- Denying opportunities to participate in training or educational programs because of their age, race, ethnicity, or disability

### **REPORTING INCIDENTS**

If an individual encounters sexual harassment or harassment on account of age, race, ethnicity, or disability from faculty members, students, or others on our campus, the following steps should be taken immediately:

- Make it clear that such behavior is offensive and must be stopped immediately.
- Report the incident(s) to the school's administration. The individual receiving the report will make written record of the complaint.

The school's administration will conduct all discussions in an objective and thorough manner and will seek to maintain confidentiality.

Third party reporting staff members or students, aware of incidents of apparent sexual harassment or harassment because of age, race, ethnicity, or disability at school or at school-sponsored functions, are responsible for reporting such incidents to the school administration for investigation.

### **RESPONSE/INVESTIGATION**

All complaints will be taken seriously, and each incident will be investigated confidentially. Complaints of sexual harassment and harassment because of age, race, ethnicity or disability will be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity, or disability will be made from the facts on a case-by-case basis. The investigation will include, at a minimum, confidential interviews with involved persons and written statements regarding the incident(s). The investigation and results will be documented in writing and the results reviewed with the person making the complaint and the person being accused. This review will include an explanation of any corrective action to be taken. All individuals involved in the investigation and results will be cautioned to maintain strict confidence.

### **CORRECTIVE ACTION**

If the investigation indicates harassment has not occurred, the person making the complaint and person being accused will be notified of the results and cautioned regarding future compliance with the organization's harassment policy. All persons, entities, or organizations, which were notified of the

indication of these proceedings, will also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the person being accused.

If harassment is found to exist, the MHA administration will take prompt corrective action. Discipline will be given according to the type of behavior and the age of the offender. Progressive discipline will be given unless the first offense is of a serious nature. Depending upon the severity of the act, the discipline may range from a written warning (copy of which will be placed in the offending person's file) to immediate dismissal.

## HAZARDOUS MATERIALS

As required by AHERA, the federal law that governs asbestos in schools, Mile High Academy has been inspected for asbestos. No asbestos containing material are present at MHA.

## HEALTH POLICY

All preschool and kindergarten students must have a physical examination by their physician or have one scheduled for completion within 30 days of enrollment. Immunizations must be turned in within two weeks of starting school, and verification should be presented at registration.

Physical forms are available in the school office or online and are accepted if taken 12-months prior to the start of school.

Parents are asked to sign a medical release form authorizing school officials to obtain emergency medical treatment, should it be necessary.

If your child has a health condition and you choose to not share that information with the school, or you choose to not provide daily or emergency medication and applicable permission forms if needed or prescribed, parent(s) or guardian(s) hereby agree to release the school and its personnel from any and all claim(s), which they now have or may hereafter have arising regarding the consequences of this choice, and are aware that 911 may be called in an emergency.

A family wishing to refrain from the immunization program required by the state must yearly sign an exemption form with the knowledge those students may be sent home should there be an outbreak of an infectious disease for which there is an immunization available.

Students participating in our extracurricular athletics program must have a sports physical at least every two years.

## HOME SCHOOL POLICY

See Administration for more information.

## I-20 INTERNATIONAL STUDENTS

In addition to the regular admission procedures, I-20 students are required to:

- Take an English proficiency test (ex: iTEP SLATE or TOFEL Jr. test) and submit results to the school. A student grade level will be determined based on these test scores, and acceptance is based on the appropriate grade level and age of the student.
- Complete the online, new student application process.

- Arrange for a phone interview with the principal to confirm they are able to converse in English.
- Have an acceptable host family or guardian situation approved through the in-person interview with the principal.
- Provide proof of financial capability to cover the tuition costs and fees. \*
- Must fill out an I-20 Information form (once accepted) for the school to issue an I-20.

A class may comprise of a maximum of 20% of international students, with no more than two from the same country.

*\*International students are charged 125% of the regular tuition rate. This doesn't include residential fees.*

## INCLEMENT WEATHER

If there is inclement weather in the morning, please check MHA's website for delays and cancellations. MHA will send texts via Parent Alert for any delays or cancellations.

Due to limited parking at the school, there are no provisions for inclement weather except for lightning. In the case of lightning, drop-off and/or pickup will be suspended. All children and staff will remain inside the building. Drop-off and/or pickup will start to resume once it's safe to do so.

Weather changes frequently in Colorado. MHA asks that parents provide their children with appropriate clothing for inclement weather.

## LOCKERS

Students are assigned a locker with a separate school-provided combination lock and are responsible to keep their lockers closed and secure. Any locker assignment changes must be made through and with the permission of the administrative office. There may be an additional charge for locker reassignment. The school reserves the right to inspect student lockers at any time without notice. A \$20 fine will be assessed if the school-provided combination lock is lost or if the locker is damaged or dirty. Students seen vandalizing or attempting to open a locker not assigned to them will be charged a disciplinary fee.

## MEASURES OF ACADEMIC PROGRESS (MAP)

Measures of Academic Progress (MAP), is a computer adaptive testing program for our students in grades 1 through 12. These tests are taken three times a year and are intended to identify growth in math, reading, and, for grades 6 through 12, science. This tool helps students set realistic goals for themselves, communicates progress clearly to teachers and families, correlates with state testing, and has predictive value for ACT and SAT readiness. An additional benefit is that MAP results are available the next day.

## MEDICATION ADMINISTRATION AT MILE HIGH ACADEMY

If any medication (over the counter or prescription) needs to be administered at school, a parent/guardian is responsible for providing the medication and the required forms with signatures. These procedures are designed to ensure the safety of our students and are based on grade.

## GENERAL PROCEDURES

Forms are available on Mile High Academy's website or by contacting the office. Forms must be renewed at least yearly and with any updates or changes. Please make sure to complete the correct form with the appropriate signatures. HIPAA does not apply to health records kept at the school.

- Permission for Medication Form: This form is used for most over-the-counter and prescription medication.
- Permission for Self-Carry/Administer: For students who will be carrying / storing / self-administering medication (middle school aged and up)
- Medication Waiver: A form when medication is not kept at school
- Care Plans: For students with severe allergies/anaphylaxis and/or asthma
- Overnight Trip Health Form: Brief health summary and list of medications
- Health History: health overview
- Diabetes / Seizures / Other medical conditions: Please contact your medical provider and/or the school nurse for appropriate forms.
- Additional forms and or paperwork may be requested as deemed necessary.
- If your child has a health condition and you choose to not share that information with the school, or you choose to not provide daily or emergency medication and applicable permission forms if needed or prescribed, parent(s) or guardian(s) hereby agree to release the school and its personnel from any and all claim(s), which they now have or may hereafter have arising regarding the consequences of this choice, and are aware that 911 may be called in an emergency.

#### **TRANSPORTATION**

Families are personally responsible for the delivery of their child's medication to and from school, and medication should be given to office staff. All medication must be picked up at the end of the school year.

#### **STORAGE**

Medications and forms will be kept in the office or as required by law.

#### **PRESCRIPTION MEDICATION**

Must be in the original pharmacy labelled container. Please ask your pharmacist to attach a label to the medication. The medication must match the permission form and not be expired.

#### **OVER-THE-COUNTER MEDICATION**

Must be in the original packaging and labelled with the student's name and not be expired.

#### **SELF-CARRY**

Middle and Upper School students may carry a one-day supply of over-the-counter medication (i.e. acetaminophen) without any forms. Any self-carry prescription medication requires a completed SELF CARRY PERMISSION FORM. Students using poor judgement may have medication taken and violations of these procedures will be subject to school disciplinary policies.

#### **BACK-UP HEALTH OFFICE MEDICATION**

If a student is self-carry, it is recommended that extra medication/forms are kept in the health office.

#### **MEDICATION/SUBSTANCES NOT PERMITTED**

Controlled substances, including marijuana and medical marijuana, as defined in section 12-22-303 CRS, shall not be permitted to be in possession by the student on school grounds, on a school bus, or at any school sponsored event.



## **STAFF ADMINISTRATION**

Staff that administer medication have been trained and delegated according to Ch 13: Delegatory Clause of the Colorado Nurse Practice Act. The school maintains a written record of all medication administered. A current permission form is required for any medication. A parent may request that a structured plan be in place for their child. Staff may not administer homeopathic, herbal preparations or medical marijuana.

## **GRADE SPECIFIC PROCEDURES FOR MEDICATION**

### **PRESCHOOL**

Staff are licensed by The Department of Human Services (Office of Early Childhood) and follow current rules and regulations based on license type. Written permission from appropriate medical personnel and a parent/guardian are required for any over-the-counter or prescription medication. Any medication given at school will be provided by the parent/guardian and will be stored in the classroom, or as required by law.

### **LOWER SCHOOL**

Written permission from appropriate medical personnel and a parent/guardian is required for any over-the-counter or prescription medication. Any medication given at school is provided by the parent/guardian and stored in the office, or as required by law.

### **MIDDLE SCHOOL**

Students may carry a one-day supply of over-the-counter medication without any forms (i.e. acetaminophen or ibuprofen). Any prescription medication requires a Self-Carry Permission Form. Medication may also be stored in MHA's front/health office.

### **UPPER SCHOOL**

Students may carry a one-day supply of over-the-counter medication without any forms (i.e. acetaminophen or ibuprofen). Any prescription medication requires a Self-Carry Permission Form. Medication may also be stored in MHA's front/health office.

### **OVERNIGHT TRIPS**

Please remember to provide any medication, and/or inform the school of any medical procedure that needs to be addressed over a 24-hour time-period. Middle and Upper School students may carry a one-day supply of over-the-counter medication without any forms (i.e. acetaminophen or ibuprofen). Any prescription medication must have a current Self-Carry Permission form. Enough medication should be supplied for the trip and three days extra. If families want staff to administer their child's medication during the trip, please contact MHA, who in turn will notify the nurse. The medication and appropriate completed forms need to be given to MHA's front office at least two weeks before the trip.

### **OUT OF THE COUNTRY TRIPS**

Staff may not administer medications.

### **AFTER SCHOOL ACTIVITIES & SPORTS**

Please note that there may not be staff available to give medication. 911 will be called in an emergency.

## MISSION PROJECTS

Mile High Academy plans and promotes mission trips and projects designed to take students outside their comfort zones for the good of others. These may be international or not but are always a tremendous opportunity to meet and serve new people. We hope that once our students taste service, they will choose to make it a daily lifestyle instead of a one-week mission project.

## NON-DISCRIMINATION POLICY

Mile High Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MHA does not discriminate based on race, color, or national or ethnic origin in administration of its educational, administrative, or scholarship programs or any other school administered programs.

## PARKING

There is no overnight parking permitted on MHA's premises. Vehicles may not be left in the drop-off/pickup lines or in the fire lanes. MHA reserves the right to have any unattended vehicle immediately towed if the vehicle is illegally parked, could impede the progress of drop-off/pickup or is considered a threat to safety. Upper school students who are of age to drive are to park in the upper school designated parking.

## PERSONAL ELECTRONIC DEVICES INCLUDING CELL PHONES

Personal electronic, "Smart," devices (phones, iwatches, ipads, etc.) are not permitted in the lower and middle schools. Communication between the lower school students and parents must take place through the front office. Students will not be called out of class to take phone calls unless there is an emergency.

For upper school students, cell phones and other personal electronic devices are not allowed in the upper school from the time the student comes on campus, to the time the student leaves. Students are allowed to use their phones after school to facilitate communication with their rides home.

Parents who need to pick up their student before end of day can call the office, and we will make sure that your student receives the message. This is also true for other communication that you might need to have with your student throughout the day. We are happy to deliver messages to students or allow them to use school phones to contact parents.

Upper school students may only use their school issued laptop on campus. Personal laptops are prohibited. Student consequences for violations of this policy will be at the sole discretion of MHA.

## SAFETY PRECAUTIONS

No electronic devices of any kind, including Bluetooth or other hands-free devices, may be used by drivers in the areas designated as Staging and Loading Areas. And a vehicle may not exceed 10 mph on school property at any time for any reason.

Mile High Academy's parking lot is a one-way parking lot. There is one entrance and one exit. Please adhere to this directive to keep our students safe.

## SCHOOL HOURS/DROP-OFF & PICKUP TIMES

School Hours (M-TH)	8:00 am – 3:00 pm (US: 2:30 pm)
School Hours (F)	8:00 am – 12:15 pm
Before School Care	7:15 am – 8:00 am
Afternoon Pick-Up	3:00 pm – 3:15 pm
After School Care (M-TH)	3:15 pm – 6:00 pm
After School Care (F)*	12:30 pm – 6:00 pm

*\*August/September – After School Care ends 6:00 pm*

*October – After School Care ends 5:30 pm*

*November/December/January – After School Care ends 4:30 pm*

*February – After School Care ends 5:00 pm*

*March – After School Care ends 5:30 pm*

*April/May – After School Care ends 6:00 pm*

## PRESCHOOL DROP OFF AND PICK UP PROCEDURES

- Students aren't allowed on campus before 7:15 am.
- PS families should plan to use the left lane and proceed directly to the designated preschool parking lot.
- All PS students must be walked into the classroom by a parent, guardian or authorized person and signed in and out with the preschool director or aide.
- If arriving before 8:00 am, PS student must be walked into before care supervision to sign in.

## KINDERGARTEN THROUGH 5TH GRADE DROP OFF PROCEDURES

- Students aren't allowed on campus before 7:15 am.
- If walking to school, please use the designated crosswalk located on Dad Clark and utilize the sidewalks on either side of the parking lot.
- If driving, please line up single file in the right lane.
- If parking, please use the left lane and proceed directly to the parking lot.

## KINDERGARTEN THROUGH 5TH GRADE DESIGNATED DROP OFF AREA

The designated drop-off area is the right lane in front of MHA's main entrance.

- Students aren't allowed on campus before 7:15 am.
- Students may be released from the right/passenger side only.
- Once all students have exited the car, they may enter the building through the main entrance and proceed directly to their classrooms.
- Drivers must take care that all students reach the sidewalk safely before pulling forward.

## KINDERGARTEN THROUGH 5TH GRADE TARDY SLIPS

- Students are to be in their classroom by 8:00 am.
- If arriving after the 8:00 am bell, students must obtain a tardy slip.

## KINDERGARTEN THROUGH 5TH GRADE AFTERNOON PICK UP PROCEDURES

Drivers may use the designated drop-off/pick-up lane between 3:00 pm and 6:00 pm.

- Drivers must enter the south/east entrance and may begin lining up along the right lane as they enter the parking lot.
- If intending to park, drivers should use the left lane and proceed directly to the parking lot.
- If parents, guardians, or authorized persons arrive after 3:15 pm, their student(s) will have been released to After School Care. **Left turns may be restricted during high traffic to help manage traffic flows.**

#### **6th THROUGH 8th GRADE DROP OFF PROCEDURES**

- Students aren't allowed on campus before 7:15 am.
- If walking to school, please use the designated crosswalk located on Dad Clark and utilize the sidewalks on either side of the parking lot.
- If driving, please line up single file in the right lane.
- If parking, please use the left lane and proceed directly to the parking lot.

#### **6TH THROUGH 8TH GRADE DESIGNATED DROP OFF AREA**

The designated drop-off area is the right lane in front of MHA's main entrance.

- Students may be released from the right/passenger side only.
- Once all students have exited the car, they may enter the building through the main entrance and proceed directly to their homeroom.
- Drivers must take care that all students reach the sidewalk safely before pulling forward to avoid accidents.
- After students have been released from the vehicle and it's safe to pull forward, vehicles must exit the school along the right lane to the exit. Do not pull into the left lane, unless instructed to do so by a faculty/staff member.

#### **6TH THROUGH 8TH GRADE TARDY SLIPS**

Students are to be in their classroom by 8:00 am. If late, a tardy slip is given to the students dropped off after the 8:00 am bell. 3 tardies = 1 absence.

- If arriving after the 8:00 am bell, parents and/or guardians must park and escort the student(s) to the office to sign them in and obtain a tardy slip.
- Middle school students can obtain their tardy slips in their respective common areas but must go to the office if the tardy is to be excused.
- Should there be inclement weather, tardy slips may be suspended at the administration's discretion.

#### **6TH THROUGH 8TH GRADE AFTERNOON PICK UP PROCEDURES**

- Drivers may use the designated drop-off/pick-up lane between 3:00 pm and 6:00 pm.
- Drivers must enter the southeast entrance and may begin lining up along the right line as they enter the parking lot.
- MS parents, or parents picking up students in multiple grade levels, may not enter the line until 2:45 pm.
- If intending to park, drivers should use the left lane and proceed directly to the parking lot.
- If parents, guardians, or authorized persons arrive after 4:15 pm, their student(s) have been released to After School Care. **Left turns may be restricted during high traffic to help manage traffic flows.**

## **9th THROUGH 12th GRADE MORNING DROP OFF PROCEDURES**

- Students aren't allowed on campus before 7:15 am.
- If walking to school, please use the designated crosswalk located on Dad Clark and utilize the sidewalks on either side of the parking lot.
- Drivers should line up single file in the right lane.
- If parking, please use the left lane and proceed directly to the parking lot.
- If arriving after 8:00 am, please plan for a longer wait in the drop-off line.

## **9TH THROUGH 12TH GRADE DESIGNATED DROP OFF AREA**

The designated drop-off area is the right lane in front of the upper school building.

- Students may be released from the right/passenger side only.
- Once all students have exited the car, they may enter the building through the upper school main entrance and proceed directly to the upper school commons.
- Drivers must take care that all students reach the sidewalk safely before pulling forward to avoid not seeing students who have stopped to retrieve papers, balls, etc.
- After students have been released from the vehicle and it's safe to pull forward, vehicles will proceed to exit the school along the north driveway.
- Upper school students must enter through the main MHA entry after 8:00 am.

## **9th THROUGH 12th GRADE TARDY SLIPS**

Students are to be in their classroom by 8:00 am. If late, a tardy slip is given to the students dropped off after the 8:00 am bell.

- 3 tardies = 1 absence.
- Upper school students can obtain tardy slips in the upper school common area.
- Should there be inclement weather, tardy slips may be suspended at the administration's discretion.

## **DROP OFF AND PICK UP RULES**

All parents/guardians are asked to consider these rules:

- Be courteous of others.
- Don't use any electronic devices during drop-off and pick-up.
- Make sure your child is ready for drop-off before getting in line (coats in hand, backpacks zipped, etc.)
- Don't allow your child to exit or enter your vehicle from the left side at any time.
- Always respect the faculty/staff members on duty and follow their directions.
- Don't line up prior to 7:15 am for morning drop-off or 2:45 pm for afternoon pick-up.
- Don't hold up the line by talking with faculty/staff or other parents. Please park if you need to discuss something.
- Don't attempt to pass the vehicle(s) in front of you at any time during drop-off or pick-up. Follow the vehicle in front of you unless otherwise directed by a faculty/staff member.

## **EARLY PICKUP**

If parents need to pick their student(s) up before pickup line begins, they must park and come to the front office to sign their child out. A DOCTOR'S NOTE MUST BE PRESENTED THE NEXT DAY OF SCHOOL TO EXCUSE ANY MISSED CLASSES.

Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early pickup is disruptive to the students and the classroom. The office reserves the right to deny early pickup.

### **EMERGENCIES**

It is possible that emergency vehicles will need to reach the building during drop-off and/or pick-up times. In the event of such an emergency, please follow the faculty/staff member's instructions. In the absence of such instruction, make every effort to make way for the emergency vehicles on your own. If you are exiting the parking lot, stop and wait for the emergency vehicle to pull to the front of the school. If you are in the loading area, pull into the parking lot and park. Vehicles may not be parked and left unattended in the fire lane at any time.

### **SPECIAL EVENTS**

During special events, all parking spaces will be available for parking and guests may park at the Horizon Church to the east of MHA property (along Dad Clark Drive).

### **WAYTOGO CARPOOL**

Reduce traffic congestion, improve air quality and make life better for our community. As a school, MHA wants to provide a way for parents to connect with neighbors and find creative and carpool options to get their child(ren) to school. Please contact the office for more information on WAYTOGO, MHA's way of informing parents about other families living in the same area. MHA is also supportive of families wanting to utilize RTD and Light Rail. There is a park-and-ride just a block to the east of the school.

### **SCHOOL PROPERTY**

Students and parents assume full financial responsibility, including restitution, for any school property or the property of other students that is damaged. In addition to restitution, an additional fine of \$25.00 may be imposed if the administration determines that the damage was intentional.

### **SERVICE OPPORTUNITIES**

Grades 9-12 are required to have 20 hours of community service for each year of attendance at Mile High Academy. Opportunities are available to make a difference in the communities and churches, including planning and conducting worship services in many churches in and around Denver, organizing community service projects to meet special needs and planning personal community service outlets. Each student is challenged to make their faith real and learn that life is about service and responding with the love that has so preciously been lavished on us through Jesus Christ.

### **SNOW DAYS**

MHA student safety is our priority. A family's decision to keep their children at home due to the weather will be honored. Families living in outlying areas need to determine if local road conditions are safe even when MHA is in session. It is the family's responsibility to notify MHA if their children are unable to attend school due to hazardous road conditions.

It may be necessary to cancel or have a delayed start due to inclement weather. When a decision is made to close or delay school, television channels 4, 7 and 9, and radio station KOA will be called by 5:30 am, and a FACTS SIS Parent Alert (text message) will also be sent to all parents informing them of the closure.

## SPIRITUAL LIFE

Mile High Academy is a multi-faceted school, providing students with opportunities to develop talents, skills and academics. But the most important aspect – and what sets us apart from other academic institutions – is every student comes to a saving relationship with Jesus. Every teacher and staff member have a personal relationship with and faith in God. But we're also intentional about providing as many spiritual opportunities as we can. These include daily worships, weekly chapels, Bible classes, service opportunities, mission projects, Bible studies, and many more.

## STUDENT RESIDENCE

It is school policy that each student must reside with a parent or legal guardian. Any other arrangements must be approved in advance by MHA administration.

## STUDENT VEHICLES

Any student who drives a vehicle to school must register their vehicle and be aware of the following rules. Failure to comply with the above requirements could result in the loss of driving privileges.

- MHA insurance does not cover occupants of student vehicles during normal school hours.
- Vehicles are not to be used during the school day, except by permission of a parent or guardian and MHA administration.
- Students are not to sit in cars for visiting, studying, or eating during the school day.
- Because of the presence of small children, students are cautioned to drive carefully while in the parking lot and the streets adjacent to the school.

## TECHNOLOGY PHILOSOPHY

The teaching philosophy of Mile High Academy (MHA) is to utilize technology and data to enhance the learning experience, specifically an engaged learning environment and real-time assessment in the classroom.

1. Teachers are provided laptops:
  - a. To facilitate all facets of 21<sup>st</sup> century learning,
  - b. To give real-time assessments that ensure the most effective learning.
  - c. To facilitate timely communication between colleagues, students, and parent.
  - d. To provide flexibility in work schedules.
  - e. To enable the partnership with parents and students in student learning via FACTS SIS.
2. The School uses FACTS SIS:
  - a. As a legal record of student information (SIS)
  - b. Teacher to student communication
  - c. Teacher to parent communication
  - d. Communicating learning objectives
  - e. Gradebooks
  - f. Attendance
  - g. Behavior
  - h. Directory
  - i. Schedule
  - j. Tuition plans, incidental charges

3. Teachers are expected to utilize additional technology resources provided to them:
  - a. Smart Board Technology
  - b. Online assessment tools
  - c. Enhanced audio systems
  - d. Online programs such as IXL, Kahn Academy, Spelling City, Reading A-Z, Epic, etc. Provide opportunities for online collaboration within the school and within our local and global communities.
  - e. Video sharing platforms such as Microsoft Stream and Swivl.

Technology is provided to students as one resource to enhance learning in a balanced and intentional environment. Digital citizenship is a key component of our philosophy.

1. Online programs are used throughout the school.
2. Lower school students are provided access to iPads and computers for learning within the classroom.
3. Middle and Upper School students benefit from the 1:1 laptop program that:
  - a. Enables the assessment of student learning
  - b. Gives equal access to all students.
  - c. Allows the ability to communicate, collaborate, demonstrate critical thinking and creativity.
  - d. Provides student ownership of their learning.
  - e. Enables communication with teachers and administration and external learning opportunities.

Students (6-12) will be asked to sign MHA's technology rules on the first day of school before being issued their device. Here are the rules:

1. SIDs (school issued devices) may be used for educational purposes only.
2. Students are required to keep their SIDs properly stored until directed.
3. Students must use their SIDs in a visible manner and not hide their actions on their SID as it will result in disciplinary action.
4. Students exposed to inappropriate use of a SID or inappropriate content must notify a teacher right away.
5. Students must observe digital citizenship while using SIDs.
6. PS-8 students: The only approved place to have a SID out and in use is in a classroom at the direction of a teacher.
7. Upper school students may have personal electronic devices except during class times including advisories, lunch, chapel, religious services and assemblies, or if a student is on the D, F or I list. Upper school students may only have their school issued laptop on campus. Personal laptops are prohibited. Students are required to know and understand the MHA Handbook Policies regarding Technology Use and Personal Devices.
8. Students will not post personal information about themselves or others. This includes the name, physical description, school or home address, telephone number, birthdate, etc.
9. Students agree not to physically meet with anyone they have encountered online without their parent's approval. Parents should accompany students to any such meeting.

## **MHA DIGITAL DEVICE GUIDELINES**



## **DEVICES**

Personal electronic devices are not necessary for the learning experience at school. Due to the inability of MHA to filter content of personal electronic devices, they are prohibited in lower school and middle school. Upper School Students may use personal devices only during scheduled lunch periods.

No personal devices are allowed to be used while on campus.

Only school-issued devices (SID) may be used in class, at the direction of the teacher. MHA does not allow BYOD (bring your own device) – any device not owned by the school is considered a personal device.

SIDs may be used for educational purposes only.

Students are required to keep their SIDs properly stored until directed.

Students must not hide their actions on their SID as it will result in disciplinary action. SIDs must be used in a visible manner.

PS-8 students: The only approved place to have a SID out and in use is in a classroom at the direction of a teacher.

## **INTERNET**

Use of internet has been established for educational purposes, including classroom assignments and activities. This internet access, under the auspices of the MHA has not been established as a public access service or public forum. The school has the right to place reasonable restrictions on the material accessed or posted.

Students must observe e-citizenship and e-etiquette rules at all times while using SIDs.

Students will not post personal information about themselves or others. This includes the name, physical description, school or home address, telephone number, birthdate, etc.

Students agree not to physically meet with anyone they have encountered online without their parent's approval. Parents should accompany students to any such meeting.

Students will not attempt to gain unauthorized access to the MHA internet account or to any other computer system through their authorized access. This includes attempting to login through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

Restrictions against inappropriate language apply to public and private messages and material posted on web pages.

Students will not engage in personal, prejudicial, or discriminatory attacks.

Students will not harass or cyber bully any other person. If a student is asked by another to stop sending them messages, that student must stop. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of

any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of bullying. Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities

Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Students will not post private information about another person. This includes not re-posting or forwarding a message that was privately sent to them without the permission of the original sender.

#### **INAPPROPRIATE ACCESS TO MATERIAL**

Students will not use the MHA internet connection to access material that is profane, obscene, or that advocates illegal acts, violence, or discrimination toward anyone regardless of whether any governmental prohibition exists against such material. Pornography and hate literature are examples of prohibited materials.

If a student mistakenly accesses inappropriate information, the student should immediately inform the teacher. This may serve to protect against a claim that the student has intentionally violated this policy. Students with knowledge of, or exposed to inappropriate use or content, must notify a staff member right away.

#### **MHA NETWORK**

Students will not make deliberate attempts to disrupt the computer system or destroy data by any means including intentional creating or spreading of viruses. These actions are illegal.

Students should select strong passwords for their school accounts. Student passwords should not be shared with other students. Passwords should only be shared with parents and/or with school staff upon request. Students should immediately change their password such that the student and their parents only are privy to the password. Some exceptions may apply for lower school students.

If the student believes there is a possible security problem, the student should immediately notify their teacher.

#### **SCREEN TIME**

Technology will be used at all grade levels to support instruction and feedback. Teachers will limit screen time and technology usage to grade-appropriate levels.

#### **ONE TO ONE POLICY**

MS and US students are provided a school-owned laptop. Students are responsible to have their laptop fully charged each morning ready for use in the classroom. Laptops can go home each night for homework purposes, and laptops must be returned at the end of the school year or at the time of withdrawal.

Students must not make any alterations to the hardware or software configurations set on the laptop. Students are not allowed to remove or deface any IT tags placed on laptops. Any damage or malfunction should be reported to the IT department as soon as possible.

MHA is responsible for repairs resulting from normal wear and tear or accident. Repeated or excessive damage of a laptop due to negligence or recklessness may result in a repair fee. Students may apply appropriate stickers or decals to personalize their devices if the stickers or decals are easily removable. If a device is returned with stickers or sticker residue a cleaning fee may be charged.

The school provides standard content filtering on school-provided laptops both on and off campus. At parents' request, a more restrictive level of filtering can be provided. It is important to note that any filtering system is not 100% effective. Students should attempt to avoid all inappropriate web sites. Students should not attempt to bypass the filtering system – this includes attempting to use proxy sites, VPNs, or Tor. IT ([it@milehighacademy.org](mailto:it@milehighacademy.org)) should be contacted if either the student or parent believes the filtering does not appear to be functioning properly.

Laptops are considered lost after missing for 5 consecutive school days. After 5 days, students/families are responsible to report the loss to MHA. Students/families are responsible for a lost or stolen laptop and \$450 will be charged to the student account. Lost chargers are billed at \$30 each.

Inappropriate use of the laptops will result in confiscation of the laptop and appropriate disciplinary measures.

#### **PRIVACY**

Students should expect only limited privacy in the contents of their personal files and emails on MHA's computers. Routine maintenance of MHA's computers including personal files may lead to discovery that the student has violated this policy. By signing MHA's policy statement, students and parents' consent to a routine examination of files on any of MHA's computers to determine compliance with this policy and/or the law.

#### **PLAGIARISM AND COPYRIGHT INFRINGEMENT**

Students will not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were those of the student.

Students will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If a student is unsure whether the work can be used, the student should request permission from the copyright owner.

#### **PERSONAL ELECTRONIC DEVICES**

Cell phones and other personal electronic devices being used during the school day will be confiscated. The following penalties will apply if a phone or electronic device is confiscated and taken to the office:

- **First Offense:** When a teacher or staff member sees or hears the phone, they will confiscate it. The phone can be reclaimed at the end of the day from the office. The behavior event will be recorded in FACTS.
- **Second Offense:** When a teacher or staff member sees or hears the phone, they will confiscate it. The student must pay a \$10 fine to reclaim it from the office. The behavior event will be recorded in FACTS.
- **Third Offense:** When a teacher or staff member sees or hears the phone, they will confiscate it. A parent must reclaim the phone from the office. The behavior event will be recorded in FACTS.

- **Subsequent offenses:** More than three offenses will require a parent meeting with administration. The student may be asked to sign a behavior contract.

Parents who need to pick up their student before 2:30 p.m. can call the office, and we will make sure that your student receives the message. This is also true for other communication that you might need to have with your student throughout the day. We are happy to deliver messages to students or allow them to use school phones to contact parents.

Portable audio equipment should only be used in a student's break time or lunch with headphones. Use of portable audio equipment is prohibited at all other times unless the teacher or administration gives specific permission.

### **EMAIL ACCESS FOR STUDENTS**

Grades 6-12 are assigned a Mile High Academy email address. This address is utilized to communicate school business with the student and is also their login access for FACTS SIS. Students should check their school email daily.

### **REMOTE LEARNING SUPPORT**

Several school-provided services are provided to help support collaboration in the classroom and remote learning. This may include services such as Office 365 with Microsoft Teams, Zoom, Swivl, and other platforms as required by teachers and learning situations. Teachers may also utilize classroom management software to monitor and control SIDs during class. These services may be provisioned for students from K-12.

### **TECH SUPPORT**

For any issues with school provided resources please contact the IT department via email: [it@milehighacademy.org](mailto:it@milehighacademy.org) or students may also contact via Teams. Remote support technologies may be utilized to provide support.

Students and parents must know and understand the MHA the Digital Device Guidelines.

### **TRIP VEHICLE POLICY**

- There is to be no rowdiness on school vehicles at any time.
- To avoid unnecessary wear and tear of vehicles, students are requested not to sit on the arms of the seats, kneel on the seats, sit with their legs or bodies extended across the aisle, or turn around backwards in their seats.
- Students must stay in their seats except for an occasional stretch period. Heads, arms, etc., should be inside the vehicles when in motion. No student is to lie on the floor, on the luggage racks, etc. Aisles must remain clear.
- At sunset or anytime faculty member deems necessary, buses will be segregated from front to back (not from side to side). Students may choose their seats after the supervisor has designated his seat between the boys and girls.
- Individual sound equipment, speakers, and media players are not permitted on school transportation, unless approved by the faculty tour director. If others can hear it, it is too loud.
- Eating on school transportation is not allowed unless approved by the sponsor. Water bottles with a screw top lid are permitted.

- All members of a touring group will ride in transportation provided by the school to and from the scheduled appointments. The only exception is a student may ride with his/her own parents after the last scheduled performance with permission from the tour director.
- Students on tour may only be checked off with their own parents or grandparents with permission from the tour director.
- Neat dress is important when traveling with school groups, and attire must be appropriate for the occasion and within MHA's policy.
- Conduct should give a favorable impression.
- All MHA policies are in effect on any school trip.
- Students not attending scheduled performances or tours will receive a grade penalty.

## TRAFFIC PLAN

Mile High Academy is committed to managing traffic and parking in a safe and effective manner for the benefit of its students and the community. MHA property is to be used for all pickup and drop-off of students and for parking for school events.

## VISITORS

Parents and board members are encouraged to visit the MHA campus and its classrooms. However, to reduce classroom disruptions, please notify the office. All visitors are required to sign in at the main office and present a valid government-issued ID to be entered into MHA's Raptor Visitor Management System. Preschool children are requested to visit only with a parent in attendance. Students are not permitted to bring guests to school without obtaining prior permission from MHA's administration at least two days in advance.

## WHAT NOT TO BRING TO SCHOOL

MHA doesn't assume responsibility for lost or stolen property.

- Skateboards are not to be used on school property.
- Jewelry will be taken.
- Knives of any kind or other weapons are not to be brought on MHA's campus. Colorado State law requires that the MHA administration report any knives or weapons on campus to the Douglas County sheriff.
- Bluetooth speakers should not be brought to school. Headphones are permitted, in the Upper School only, if other students cannot hear what is being played.

## WITHDRAWAL PROCEDURE

When a student withdraws from Mile High Academy, he/she must:

- Complete a withdrawal form
- Return all textbooks
- Clean out lockers
- Return all library books
- Pay all outstanding accounts
- Return any athletic attire belonging to MHA
- Complete an exit interview with the Director of Admissions

Records will not be released to another institution until the above requirements are complete. If a student withdraws or is expelled, the responsible party is required to pay the full month.

# ATHLETIC INFORMATION

## MISSION STATEMENT

The Mile High Academy Athletic Department exists to challenge students to become men and women of strength, courage, dignity, and, above all, to reflect the character of our savior, Jesus Christ. We seek to do this not only on the field of play, but to have those values transcend into every part of a student-athletes life.

## DEPARTMENT PHILOSOPHY

The MHA program promotes Christian sportsmanship by teaching young people to respect teammates, coaches, officials, opponents, and fans, to demonstrate fair play, promote a sense of school pride, and lead by example on and off the court. All students are encouraged to develop skills in recreational and athletic activities that will enable them to maintain good health throughout their lives.

## PARTICIPATION REQUIREMENTS

It's a privilege to participate in the MHA athletic program. MHA is a partner with CHSAA and follows the guidelines of CHSAA determining eligibility of student athletes. Students must have a 2.5 GPA and no Fs to participate in team sports. Eligibility is checked every week. Students questioning their grades must be cleared by the registrar before being taken off the ineligible list. Students placed on the ineligible list for the first time within a season are expected to attend practices but can't dress for games or travel with the team for away games. Students placed on the ineligible list twice or more during a season will have further participation dependent on administrative review. All students participating in extracurricular athletic programs will be required to have a sports physical current within the last 365 days before the start of practice. Please refer to the athletic handbook for more information.

## ATHLETIC FEES

Fees will be collected through FACTS and are **due before the first game of each respective season**. This change is necessary to help better meet the financial needs of MHA's athletic program. **Full payment is required before your student-athlete(s) may participate.** Fees are non-refundable.

- Middle School \$75 (soccer, basketball, volleyball)
- Middle School Baseball \$100
- Varsity Boys Soccer \$320
- Varsity Volleyball \$320
- JV Volleyball \$200
- Varsity Basketball \$350
- JV Basketball \$200
- Varsity Girls Soccer \$175
- Varsity Baseball \$250

## FALL SPORTS SEASON – SOCCER

- Middle School Boys (6-8)
- Varsity Men (9-12)
- JV Coed (9-12)

## FALL SPORTS SEASON – VOLLEYBALL

- Middle School Girls (6-8)
- Junior Varsity Women (9-12)

- Varsity Women (9-12)

#### **WINTER SPORTS SEASON – BASKETBALL**

- Middle School Girls (6-8)
- Middle School Boys (6-8)
- Junior Varsity Women (9-12)
- Junior Varsity Men (9-12)
- Varsity Women (9-12)
- Varsity Men (9-12)

#### **SPRING SPORTS SEASON – WOMEN’S SOCCER**

- Middle School Girls (6-8)
- Varsity Women (9-12)

#### **SPRING SPORTS SEASON – BASEBALL\***

- Middle School Boys (6-8)
- Varsity Men (9-12)

*\*Girls may participate. See the athletic director for more information.*

### **PHYSICAL EDUCATION CLASS**

MHA offers PE for preschool through 12<sup>th</sup> grade with a variety of age-appropriate skills and lessons.

#### **LOWER SCHOOL**

Basic skills taught at the lower level include

- Hand/eye coordination
- Team building exercises
- Skipping and hopping
- Other fun exercises

#### **MIDDLE SCHOOL**

Middle school students are exposed to the fundamentals of basketball, softball, soccer, volleyball and other team sports.

#### **UPPER SCHOOL INDEPENDENT STUDY**

For students who don’t obtain their PE credits through the JV and Varsity sports programs, we offer an independent study option. This option helps students explore ideas about healthy lifestyle and exercise activities. Units of study include team sports, (like basketball, soccer, and volleyball), individual sports (like golf or running), individual workout plans, and the development of sports camps for the younger grades. Furthermore, the class exists to help students develop a values system that fits with MHA’s CHERISH Core Values and has activities that bring the focus back to how exercise can fit in with those values.



# MUSIC AND FINE ARTS INFORMATION

*Class offerings are currently being reviewed and updated. Please refer to the current class schedule for the offerings for this academic school year. Not all classes may be offered this academic school year.*

## **MISSION STATEMENT AND PHILOSOPHY**

Mile High Academy's Music and Fine Arts department seeks to inspire young people of all ages to be actively involved in the arts in its varied forms.

Every student has an opportunity to grow his/her musical and artistic, God-given abilities, to discover new abilities, and learn new skills. From the youngest ages to the high school student who is ready for college, MHA is committed to providing quality musical and artistic education. This includes, among others, an array of ensembles and group lessons, including:

- Suzuki strings
- Concert band/orchestra
- Choirs
- Hand bell choir (extra-curricular club)
- Theory and Appreciation classes

The school also fosters and hosts many private lessons and encourages all students to take advantage of one-on-one instruction. Many of the groups participate in area church services, tours, and specialized trips and requirements. Please contact the office, music director, or refer to the school calendar for specific dates of all performances and concerts.

The music department highly encourages its students who excel in music to develop their potential through private lessons. Students are expected to participate in MHA's spiritual program by learning to lead worship, singing, playing their instruments, or sharing their God-given worship talents.

## **LOWER SCHOOL MUSIC PROGRAM**

All MHA preschool through 5<sup>th</sup> grade students participate in violin, viola, and cello instruction in a group setting. These group lessons are open to teachers and parents who would like to learn as well. As students become more proficient with their stringed instrument, they can join a string ensemble meant to prepare them to join the more advanced instrumental groups in middle and upper school. Students also get an opportunity to participate in the Christmas and Spring Concert programs. These events develop choral singing, choreography, acting, and instrumental music skills.

## **MIDDLE SCHOOL MUSIC PROGRAM**

6<sup>th</sup> graders who have been at MHA since preschool will be expected to be at a level where they can be in the ensemble as they move from Suzuki books to more advanced ensemble repertoire. 6<sup>th</sup> graders are also given the option of continuing with their string instruments in the string ensemble or moving to a wind or percussion instrument with the goal of joining middle school and upper school bands/orchestras. The string ensemble is geared to mostly 6<sup>th</sup>-8<sup>th</sup> grade students. Middle school students get the opportunity to participate in the Christmas and Spring Concert programs and the annual RMC Music Festival.

# ACADEMIC INFORMATION

## **PRESCHOOL**

- Reading readiness, critical thinking and social skills are assessed three times per year.

## **LOWER SCHOOL (Grades K-5)**

### **GRADING SYSTEM**

- Kindergarten: Skill Sets
- Grades 1-2: E, S, N
- Grades 3-5: Letter Grades

### **GRADE REPORTS**

Quarterly grade reports are emailed to parents. Report cards should be examined carefully by the parent(s)/guardian(s), both for academic achievement and conduct. There is one formally scheduled conference with the teacher during each quarter of the school year. However, teachers are more than happy to discuss a child's achievements or conduct at any time. The end-of-the-year report card will be mailed when financial clearance has been made. Parents have access to current grades online through Family Portal. Grades are updated weekly.

### **INCOMPLETES**

Students who receive an incomplete because of extended illnesses or other reasons must arrange with teachers to make up missed work within a period of three weeks. The student has the option of petitioning for additional time to the faculty committee. Failure to complete this work in the specified time will result in changing an "I" to an "F."

## **MIDDLE SCHOOL (Grades 6-8)**

### **GRADE REPORTS**

Quarter/semester (every nine weeks) grade reports are emailed to the parents. Report cards should be examined carefully by the parent(s)/guardian(s), both for academic achievement and conduct. There is one formally scheduled conference with the teacher during the school year (required for grades 6-8), with a second conference available upon request. However, teachers are more than happy to discuss a student's achievements or conduct at any time. The end-of-the-year report card will be mailed when financial clearance has been made. All students and parents have access to see current grades online through Family Portal. Grades are updated weekly.

### **GRADE SYSTEM**

Grades at Mile High Academy are assigned using a letter grade system as follows:

- A = Mastery of the course objectives
- B = Accomplishment in the course objectives
- C = Competence in the course objectives
- D = Progression in the course objectives without reaching overall competence
- F = Student did not meet course objectives and will receive no credit
- AU = Audited
- I = Incomplete
- P = Pass (no grade points)
- WF = Withdraw Failing

- WP = Withdraw Passing

### **COMPLETION OF THE 8TH GRADE**

In order to finish the eighth grade at MHA, the pupil must complete the following subjects with at least a “D” or above:

- Bible
- Language Arts
- U.S. History
- Math
- Health/Science
- Fine Arts– Art/Band/Choir
- Physical Education
- Computer Technology

Students who miss more than seven days (15%) per quarter, or receive an F in any required subject, may not be promoted to the next grade level. No diploma will be given if there is a balance due on account.

### **ACADEMIC PROBATION**

Students that appear on the D, F, and I list may be asked to appear with their parents to discuss their performance.

### **HONOR ROLL/PRINCIPAL’S LIST**

Honor Roll is for those students who have a 3.5 overall grade point average with no D’s or F’s. Students with a 3.75 grade point average with all A’s or B’s will be part of the Principal’s List. Students who are successful in maintaining Principal’s List status for the first three quarters in the school year will be designated as having earned Principal’s List status for the current year. Students who are successful in maintaining Honor Roll and/or Principal’s List status for the first three quarters in the school year will be designated as having earned Honor Roll status for the current year.

### **INCOMPLETES**

Students who receive an incomplete because of extended illnesses or other reasons must arrange with the teachers to make up missed work within a period of three weeks. The student has the option of petitioning the administration for additional time. Failure to complete this work in the specified time will result in changing an “I” to an “F.”

### **STUDENT LEADERSHIP**

To hold a major class office (President or VP), a student must have no D’s or F’s at the quarter. Any major discipline (an out of school suspension or more) will result in a student losing their office.

### **UPPER SCHOOL (GRADES 9-12)**

In order to graduate, a student must meet the requirements outlined in the MHA school handbook. If a student maintains continuous residence in MHA’s academic program, he/she may meet the requirements under the handbook current at the time of entry to MHA.

### **ACADEMIC PROBATION**

Students who maintain at least a 2.50 grade point average, without any failing grades in the previous grading period, shall be considered students in regular standing. Students who have GPAs less than 2.5 or that appear on the D, F and I list with two D’s or any F’s or I’s are automatically placed on academic

probation and may be asked to appear with his or her parents before the academic standards committee to discuss his/her program and ways to work together to make his/her stay at MHA more rewarding.

### **ACCELERATION**

The high school program is designed for a student to complete in four years. In some instances, a student of exceptional abilities and maturity may benefit from completing the program in three years. Students and parents who desire to make application to accelerate must do so before the end of the sophomore year. Specific criteria have been set by the Mid-America Union Conference of Seventh-day Adventists for such cases, and only students who meet these criteria will be considered for such a program. Students who accelerate must meet the college prep diploma requirements.

### **ATTENDANCE DIPLOMA**

Occasionally there are circumstances where a student may not be able to meet the regular academic requirements for graduation, yet the family wants their child in a Seventh-day Adventist school environment. The following policy has been developed to meet these special needs. It is understood that the attendance diploma is not the equivalent of a high school diploma and does not meet college entrance requirements.

- A. Criteria for acceptance into Attendance Diploma program:
  - A written request from the parents (guardian) for admission into the program.
  - Documented learning disability.
  - Signed statement of understanding by parent/guardian and student.
- B. Requirements for continuing in the program:
  - The student must demonstrate progress commensurate with his/her ability.
  - Faithful class attendance is required.
- C. Requirements for receiving the Attendance Diploma:
  - The student must be enrolled in a high school program for a minimum of four years.
  - The student must attempt courses totaling 24 credits including all specific requirements for graduation under the regular high school program. Course attendance requirements may be met by either enrollment in classes or by assignment to special tutorial sessions.

### **CLASS MEMBERSHIP**

Membership in class organizations are only granted to students making satisfactory progress toward graduation. Each year, one fourth ( $\frac{1}{4}$ ) of the total minimum graduation requirements must be met. The following minimum number of credits must be earned before the start of each year:

Freshman.....	0
Sophomore.....	66
Junior.....	132
Senior.....	198

### **CORRESPONDENCE/SUMMER SCHOOL WORK**

It is MHA's policy to encourage all students to enroll in classes they desire or need during the regular school session while they are in residence. Students who desire to retake a class they have already taken at MHA or take an elective or other class not offered at MHA, for credit by correspondence or summer school must request permission to do so from the Academic Standards Committee in ADVANCE. No more than 50 credits of correspondence may be applied toward graduation. Correspondence credit must be completed by April 15 of the senior year.

## DUAL CREDIT

Dual credit is granted for coursework at an accredited college. A request must be made to the academic standards committee, and a total of five credits per semester course will be given for a dual credit classes of 3 credit hours or less. 10 credits will be given for courses of 4 semester hours or more. Contact the registrar for additional information and policies.

## GRADE REPORTS

Quarterly grade reports will be emailed to the parents for grades 9-12. Report cards should be examined carefully by the parent(s)/guardian(s), both for academic achievement and conduct. There will be one formally scheduled conference with the teacher during the school year (required for grades 9-12) with a second conference available upon request. However, teachers are more than happy to discuss a student's achievements or conduct at any time. The end-of-the-year report card will be mailed when financial clearance has been made. 9-12<sup>th</sup> grade students have the semester grades on their transcript. All other grades will not be used as a permanent record. All 9-12<sup>th</sup> grade students and their parents have access to see current grades online through FACTS SIS. Grades are updated weekly.

## GRADE SYSTEM

Grades at Mile High Academy are assigned using a letter grade system as follows:

- A = Mastery of the course objectives
- B = Accomplishment in the course objectives
- C = Competence in the course objectives
- D = Progression in the course objectives without reaching overall competence
- F = Student did not meet course objectives and will receive no credit
- AU = Audited
- I = Incomplete
- P = Pass (no grade points)
- WF = Withdraw Failing
- WP = Withdraw Passing

Letter Grade	Percentage	Unweighted GPA	Weighted GPA (Honors, AP, Dual Credit)
A+	98-100	4.00	5.00
A	93-97	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	2.67 (No weighting)
C+	77-79	2.33	2.33 (No weighting)
C	73-76	2.00	2.00 (No weighting)
C-	70-72	1.67	1.67 (No weighting)
D+	67-69	1.33	1.33 (No weighting)
D	63-66	1.00	1.00 (No weighting)
D-	60-62	0.67	0.67 (No weighting)
F	59 and below	0.00	0.00 (No weighting)

## GRADE POINT AVERAGE

Grade Point Average (GPA) is a system used to evaluate students' overall achievement in all their courses to date. GPA is used at MHA to determine sports and touring eligibility, membership in the

National Honors Society, placement on the Honor Roll, Principal’s List, and Academic Intervention status, and to determine Senior Recognition cords including valedictorian and salutatorian. Grades and GPA are calculated using the following scale: Honors, AP, and dual credit courses are weighted to reflect the increased difficulty of the courses. However, students must earn a minimum of a B in order to receive the weighted grade points. Some colleges use a weighted grading scale to determine acceptance and calculate scholarships, while other colleges use the unweighted grading scale. Students are responsible for checking with the college of their choice to determine specific policies related to GPA.

**GRADUATION REQUIREMENTS**

The graduation requirements are outlined below. Any student who enters Mile High Academy after grade nine must provide his or her official transcripts from the previous school.

MHA reserves the right to have students take courses like those that may have been taken elsewhere if deemed necessary or desirable for fulfilling our requirements. The academic vice principal will determine which courses taken at previous schools will satisfy the MHA graduation requirements.

Graduation is a function of Mile High Academy. The conferring of diplomas by the academy signifies the successful completion of at least 220 credits and the fulfillment of all other graduation requirements. Only students who have achieved this standard or have been granted permission by the Academic Standards Committee may participate in graduation exercises.

**COLLEGE PREP DIPLOMA**

<u>Subject</u>	<u>Requirement</u>
Service 2	0 hours required for each year in attendance
Bible	40 credits (5 credits for each semester in attendance)
Career & Technical Education	20 credits
English	40 credits
Health	5 credits
History & Social Studies	30 credits
Math	40 credits (all required in upper school Algebra II)
Physical Education	20 credits (one PE class or sport must be taken each year)
Science	30 credits
Visual and Performing Arts	10 credits
World Languages	20 credits

Additional Electives to Comprise 265 Credits

College Prep Diploma requires a cumulative GPA of 2.75 or higher. Students are encouraged to check with the college they plan to attend to determine if any additional classes are required.

**GENERAL DIPLOMA**

<u>Subject</u>	<u>Requirement</u>
Service 2	0 hours required for each year in attendance
Bible	40 hours (5 credits per semester in attendance)
Career and Technical Education	20 credits
English	40 credits
Health	5 credits
History and Social Studies	30 credits
Math	20 credits

Physical Education	20 credits (one PE class or sport must be taken each year)
Science	20 credits
Speech	5 credits
Visual & Performing Arts	10 credits

### **Additional Electives to Comprise 220 Credits**

It is not within the practice of MHA to give out a general diploma. If a family feels it is necessary to seek a general diploma, a written request by the parents and student must be submitted to Academic Standards for consideration.

A minimum of five courses per semester is required for grades 9-12.

### **HONOR ROLL/PRINCIPAL'S LIST**

Using the above averages as a numerical index, an Honor Roll is formulated for those students who have a 3.5 overall grade point average with no Ds or Fs. Students with a 3.90 grade point average and all As and Bs will be part of the Principal's List. Students who are successful in maintaining Honor Roll or Principal's List status for the first three quarters in the school year will be designated as having earned that status for the current year.

### **INCOMPLETES**

Students who receive an incomplete because of extended illnesses or other reasons must arrange with the teachers to make up missed work within a period of three weeks. The student also has the option of petitioning for additional time to the faculty committee. Failure to complete this work in the specified time will result in changing an "I" to an "F."

### **NATIONAL HONOR SOCIETY (GRADES 11-12)**

This organization is for students who are in the Honors Program and show qualities of high academic achievement, leadership, service, and character. Students must have a cumulative GPA of 3.75. National Honor Society guidelines are available from the MHA administration. Students who meet the requirements for membership outlined by MHA's chapter are eligible to be invited to apply for membership. Membership qualifications are based on the following:

- Scholarship—Students must have a cumulative GPA of 3.75.
- Service—This involves voluntary contributions made by a student to the school or community, done without compensation.
- Leadership—Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- Character—A student of good character is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a clean disciplinary record.

### **PROGRAM CHANGES**

New classes may not be added to a student's schedule after the second week of each semester. Permission to drop a class requires the signature of the parent/guardian, teacher(s), and registrar. Add/drop slips for these purposes may be obtained from the front office. If a class is dropped prior to the fourth week of the semester, the student may receive a Withdrawal Passing (WP). If a class is dropped after the fourth week of a semester, the student will receive a Withdrawal Failing (WF).

## **REPEATING CLASSES**

Students wishing to repeat a class to improve a previously received grade may do so under the following conditions:

- The previous grades will not be removed from the student's transcript and credits will not be given for both classes.
- Grades will be noted on the student's transcript and the new grade will be reflected in the student's cumulative GPA.

## **SENIOR RECOGNITION (GRADE 12)**

Seniors graduating with honors, high honors, valedictorian, and salutatorian will be recognized based on the cumulative GPA of their first seven (7) semesters of grades 9-12.

Cum Laude	GPA of 3.0 – 3.49
Magna Cum Laude	GPA of 3.5 – 3.89
Summa Cum Laude	GPA of 3.9 and above
Valedictorian	Highest GPA
Salutatorian	Second highest GPA.

## **STUDENT CLASS LOAD**

Students are encouraged to broaden their experiences by taking elective classes. The Academic Standards Committee routinely reviews each student's program and may recommend that a student adjust his/her class load to facilitate optimum achievement. All students must enroll in a minimum of five classes each semester.

## **STUDENT LEADERSHIP QUALIFICATIONS**

A large variety of organizations function with student leadership and faculty sponsorship. Students are encouraged to become involved in these organizations and broaden their experiences. Students who hold major offices\* must have and maintain a current quarterly G.P.A. of 2.50 or above and must be in good and regular standing. Other offices require a current quarterly G.P.A. of 2.00 or above. Note: When determining the GPA of a candidate for major and minor offices, the current or cumulative GPA may be used with no incompletes or Fs. Students may hold only one major office at a time. Students will lose their office if they are suspended or if major discipline is administered.

*\*Major offices include class and Student Association (S.A.) Presidents and Vice-Presidents.*



# COURSES

*Class offerings are currently being reviewed and updated. Please refer to the current class schedule for the offerings for this academic school year. Not all classes may be offered this academic school year.*

## BIBLE

### Philosophy of Bible Department

Mile High Academy believes in a loving, compassionate God. Our goal is to better help our students understand and appreciate God and how He works in our lives. The primary way we do this is through studying His Word in a deep and thoughtful way and by placing a special emphasis on the Seventh-day Adventist worldview on which our school is based. We ask tough questions to help students build their faith and grow a relationship with our Heavenly Father. We also study history, philosophy, science, worldviews, and moral and ethical dilemmas to better understand our Creator and the world in which we exist. Part of understanding our world is developing sense of responsibility to our own community by engaging in a variety of service projects. God loves us, He wants us to know Him, and He wants us to share that love with others. We guide our students to do just that.

### Graduation Requirements

College Prep Diploma – 40 credits or 5 credits per semester in attendance

General Diploma – 40 credits or 5 credits per semester in attendance

## **BIBLE COURSE DESCRIPTIONS:**

### **Bible 9**

Full Year Course

10 Credits

This level of curriculum explores the question, “Who is God?”, as students explore scripture to find different characteristics in both the Old and New Testaments. Topics include looking at the life of Jesus Christ, the gift of grace, views on human identity, creation, and the Sabbath.

### **Bible 10**

Full Year Course

10 Credits

The struggles, challenges, and victories of God’s people are the primary topics for the 10<sup>th</sup> grade level of Bible curriculum. In the Old Testament, students focus on the experiences of both Hosea and David as examples of this. In the second semester, students explore the book of Acts, as well as looking at what are challenging life and ethical issues students face today.

### **Bible 11**

Full Year Course

10 Credits

This level encourages students to dig deep and become Biblical scholars. It begins with an exploration on how the Bible has arrived to us today and ask whether the Bible is a trustworthy source. Students then explore the books of Daniel and Revelation. The year ends with a unit on Seventh-Day Adventist history and heritage.

## **Bible 12**

Full Year Course

10 Credits

This level looks at how a student's faith experience can affect how they interact with the world around them. World religions, moral and ethical dilemmas, and a unit on having students analyze their own journey in faith highlight that process. The year finishes with a look at the life of Christ, as highlighted in the gospel of John.

## COLLEGE AND CAREER

Philosophy of the College & Career Department

Mile High Academy believes that students should understand themselves and how their unique gifts can be used to fulfill God's purpose in their lives.

Graduation Requirements

College Prep Diploma - 5 credits

General Diploma - 5 credits

### **College & Career**

One Semester Course

5 credits

Prerequisites: None

This course is designed to prepare students to transition from high school to college. Students use several online tools to discover their learning styles, personality types, aptitudes and grit scores. Using this information, students explore potential college and career paths. Additional topics include SAT & ACT preparation, FAFSA and scholarship application, college application, and career and income demographics.

## ENGLISH

Philosophy of English Department

Words have the immense power to inspire, transform, influence, educate, change, heal, awaken, and empower. It is MHA's desire to spur growth in our students by providing them with challenging texts that require close reading to spur critical thinking and the formulation of personal beliefs on a variety of subjects. We also afford our students with opportunities to develop their unique voices through formal and informal speech and writing tasks. In doing so, we give our students the tools necessary to become the future leaders of our church and society.

Graduation Requirements

College Prep Diploma – 40 credits (10 credits AP/dual credit required)

General Diploma – 40 credits

### **ENGLISH COURSE DESCRIPTIONS:**

#### **Foundations of Literature and Communication**

2 Semester Course

10 credits

Prerequisites: None

This course introduces students to the reading, writing, and speaking skills needed to achieve academic and personal success. Students read texts from a variety of genres – poetry, drama, novel, short story, and nonfiction. In doing so, they learn about the structures, styles, themes, and literary devices present in the texts. Students analyze, interpret, and draw conclusions through close reading. Various forms of formal writing styles are also taught with an emphasis on the conventions of writing – mechanics, usage, and form. Students are encouraged to find their own voice through informal and creative writing. To learn to speak well, students engage in a variety of speech formats such as interviews, discussion, debate, informative speeches, and persuasive speeches. Special emphasis is placed on poise, voice, nonverbal messages, and presentation style.

### **American Literature**

2 Semester Course

10 credits

Prerequisites: Foundations of Literature and Communication

This course surveys American literature, moving chronologically through the major American literary movements – Native American Period, Colonial Period, Revolutionary Period, Romanticism, Transcendentalism, Realism, Naturalism, Modernism, and Post Modernism. In addition, students read one novel or play per semester from authors representing the Romantic and Modern periods. Students write in response to literature, analyzing such elements as the speaker, occasion, audience, purpose, subject and tone in order to create valid literary interpretations.

### **British Literature**

2 Semester Course

10 credits

Prerequisites: Foundations of Literature

This course engages students in the close reading and critical analysis of British literature, exposing students to the various periods in the development of British thought and culture. To interpret the works, students consider structure, style, theme, historical context, and rhetorical elements such as figurative language, imagery, symbolism, and tone. Writing activities focus on literary analysis in which students draw upon textual details to interpret and make judgments about the works. Students write about the themes raised in the texts. By the end of the course, students are required to demonstrate college readiness in the areas of syntax, grammar, language precision, and research skills.

### **Contemporary Issues and Research Writing**

1 Semester Course

5 credits

Prerequisites: Sophomore level English course

This course focuses on nonfiction texts – essays, journalism, political writing, science writing, autobiographies/biographies, history and criticism – to explore the major ideas, social issues, current events, and public policy that affect society today with the purpose of teaching students how to responsibly engage in conversations related to social justice and civic life. Emphasis is placed on analysis and construction of arguments. By the end of the course, students are required to demonstrate college readiness in the areas of syntax, grammar, language precision, and research skills.

## **Great Books**

1 Semester Course

5 credits

Perquisites: Sophomore level English course

This course provides students with the opportunity to immerse themselves in some of the greatest novels ever written. With an emphasis on author's style, students will study the writerly moves of the masters, identifying the elements that give each author a uniquely powerful voice to express important themes. To understand the themes better, students will study the issues and culture of the original audience while testing the themes against modern problems and values.

## **ENGL 110 – Writing for General Audiences (Dual Credit)**

1 Semester Course

5 credits

Prerequisites: Senior with a minimum cumulative GPA of 3.0 or a junior with a minimum GPA of 3.5.

Students not meeting the GPA standards may petition the Union College Registrar or Academy Principal.

The writing of clear, concise and well-developed exposition. Objectives include peer evaluation, learning to revise and edit drafts, and evaluation of models for writing. Critical thinking and editing skills are emphasized. Fall/spring semesters.

## **ENGL 212 – Writing for Scholarly Audiences (Dual Credit)**

1 Semester Course

5 credits

Prerequisites: ENGL 110 with minimum grade of C; Senior with a minimum cumulative GPA of 3.0 or a junior with a minimum GPA of 3.5. Students not meeting the GPA standards may petition the Union College Registrar or Academy Principal.

The application of rhetorical principles to further expository and persuasive writing and sharpening of skills in basic research writing. Readings, class discussions, and writing assignments foster critical thinking skills (including the recognition of logical fallacies) and acquaint students with academic language. Includes an introduction to information literacy as well as to various styles of documentation.

## HEALTH

Graduation Requirements

College Prep Diploma – 5 credits

General Diploma – 5 credits

### **Health**

Two Semester Course

5 credits

Prerequisites: None

An introductory wellness class seeking to help students develop knowledge, understanding, attitudes and lifestyle practices that enhance personal and community health. *A&P may be counted as a substitute for Health for transfer students who are unable to take this class due to schedule conflicts.*

## HISTORY & SOCIAL STUDIES

Philosophy of History & Social Studies Department

To live a full and well-rounded life, MHA believes students need to understand the world around them. And all students have the responsibility to understand the history of our nation so that they can grasp what it means to be an American today. By studying American and global culture, religion, politics, conflicts, resolutions, and economics, students can better appreciate the world God has created and become the people He has called us to be.

Graduation Requirements

College Prep Diploma – 30 credits

General Diploma – 30 credits

## **HISTORY & SOCIAL STUDIES COURSE DESCRIPTIONS:**

### **World History**

Two Semester Course

10 credits

Prerequisites: None

This is a comprehensive survey of the world. From ancient civilizations to modern times, this course examines the major events and issues that have shaped society. Students examine a variety of components of the culture of important civilizations of each era.

### **United States History**

Two Semester Course

10 credits

Prerequisites: None

Students receive a basic overview of the settlement, growth, and functioning of our United States, providing an in-depth analysis of the major factors, issues, incidents and people that have significantly affected our nation, its people and its government. It also covers the internal struggles and triumphs that have made us a nation, world power and functioning democracy.

### **Economics**

Two Semester Course

5 credits

Prerequisites: None

The primary objective of this course is intended to give students a broad overview of micro and macroeconomics. Concepts such as scarcity, productivity, economic institutions and incentives will be introduced. Students apply basic reasoning skills to explore the relations between economics, real life and government policies.

### **US Government**

One Semester Course

5 credits

Prerequisites: None

This course's primary objective is to help the students develop an understanding of the structure of our federal and state governments; how government relates to our daily lives; and how to become informed, concerned, and voting citizens.

### **Modern History**

Two Semester Course

10 credits

Prerequisites: None

In the 1950s and 1960s the Civil Rights Movement filled news headlines across the country. No one could turn on a television, open a newspaper or listen to the radio without hearing new reports about sit-ins, riots, massive demonstrations, Supreme Court decisions or the Civil Rights and Voting Rights Acts. These events had an enormous impact on American life. Looking back sixty years later, what has changed? What hasn't? This course also looks at similar movements around the world and the impact they have had.

## MATHEMATICS

Philosophy of Mathematics Department

MHA believes the study of mathematics provides students with the foundational tools to be successful in all of the STEM fields while also giving students a chance to glimpse our Creator God through the perfect order of His creation. The study of mathematics at MHA will create logical-thinking individuals able to apply the principles of mathematics to all facets of life. Whether students study Algebra, Geometry, Statistics or Calculus, their study will help them better understand the world in which they live and allow them the opportunity to develop the skills they need for the future.

Graduation Requirements

College Prep Diploma – 40 credits in Upper School

General Diploma – 20 credits

### MATH COURSE DESCRIPTIONS:

#### **Algebra I**

Full Year Course

10 credits

Prerequisites: None

Thinking skills are woven into the whole fabric of algebra and are key in the study of algebra: recall and transfer, applying concepts, analysis, interpreting, reasoning, spatial perception, synthesis and a strong grasp of basic math (i.e. multiplication tables, division, fractions, etc.). This class is an abstract study of the way numbers behave and interrelate. Emphasis is on providing a foundation in the basic concepts and skills of algebra with special attention to signed numbers, positive and negative exponents, linear equations and word problems. Factoring plays a large role, and later topics include functions and quadratic equations. Eighth graders who pass a math readiness test will be allowed to take Algebra 1 for high school credit.

#### **Geometry**

Full Year Course

10 credits

Prerequisites: Algebra I

Geometry lends itself well to the goal of emphasizing cultural diversity at MHA. Because geometry has important applications for so many aspects of our lives—art, architecture, astronomy and map-making—many cultures have helped further its development. By studying the contributions of these

cultures, students gain a better understanding and appreciation for the importance of geometry to society. The topics covered include:

- Principles of logical reasoning
- Deductive reasoning skills
- Real life applications
- Algebra
- Synthetic, coordinate and transformational geometry
- Construction & Loci
- Areas and volumes
- Similar Polygons
- Congruency Proofs

### **Algebra II**

Full Year Course

10 credits

Prerequisites: Algebra I & Geometry

Algebra II is designed to build on algebraic and geometric concepts. The focus of the class is to develop advanced algebra skills such as systems of equations, advanced polynomials, imaginary and complex numbers, quadratics, and trigonometric functions and their inverses. In addition, matrices and statistical analysis will also be briefly considered. Algebra II is designed to prepare students for success in college math classes such as College Algebra.

### **College Algebra (Dual Credit)**

One Semester Course

5 credits

Prerequisites: Algebra II

Senior with a minimum cumulative GPA of 3.0 or a junior with a minimum GPA of 3.5. Students not meeting the GPA standards may petition the Union College Registrar or Academy Principal.

Study of the properties of the real and complex number systems, linear and quadratic equations, factoring, exponents, inequalities, and polynomials. Emphasizes functions (algebraic, exponential, and logarithmic).

### **Trigonometry (Dual Credit)**

One Semester Course

5 credits

Prerequisites: College Algebra. Senior with a minimum cumulative GPA of 3.0 or a junior with a minimum GPA of 3.5. Students not meeting the GPA standards may petition the Union College Registrar or Academy Principal.

Study of the identities and applications of trigonometry, including definitions of the six trigonometric functions, the unit circle, reciprocal identities, Pythagorean identities, reduction formulas, sum and difference formulas, the laws of sines and cosines, and other trigonometric topics typically covered in a standard trigonometry course.

### **Calculus 1 (Dual Credit)**

One Semester Course

10 credits

Prerequisites: Math 111/College Algebra and Math 119/Trigonometry. Senior with a minimum cumulative GPA of 3.0 or a junior with a minimum GPA of 3.5. Students not meeting the GPA standards may petition the Union College Registrar or Academy Principal.

Beginning of the calculus sequence. The course provides instruction and experience that enables the student to apply calculus, related mathematics, and a graphical calculator to structure and understanding of the world around us and to investigate related questions. Course content focuses on limits, derivatives, and basic integration.

### **Calculus 2 (Dual Credit)**

One Semester Course

10 credits

Prerequisites: Calculus 1. Senior with a minimum cumulative GPA of 3.0 or a junior with a minimum GPA of 3.5. Students not meeting the GPA standards may petition the Union College Registrar or Academy Principal.

Continuation of Calculus 1 with emphasis on methods of integration in rectangular and polar coordinate systems, indeterminate forms, and infinite sequences and series.

### **Elementary Statistics & Probability (Dual Credit)**

One Semester Course

5 credits

Prerequisites: College Algebra or Precalculus or permission of the instructor. Juniors must have a cumulative GPA of 3.0 or higher while seniors must have a cumulative GPA of 3.5 or higher. If you do not meet these requirements you may petition the Union College Registrar and Mile High Academy Principal for admittance.

Explores basic frequency distributions, probability, sampling, estimations, testing hypotheses, correlation, regression, chi-square and analysis of variance. The purpose of Elementary Statistics is to introduce students to the major concepts and tools for collecting, analyzing and drawing conclusions from data. Students are exposed to four broad conceptual themes:

- Exploring Data—Describing patterns and departures from patterns
- Sampling and Experimentation—Planning and conducting a study
- Anticipating Patterns—Exploring random phenomena using probability and simulation
- Statistical Inference—Estimating population parameters and testing hypotheses

## **PHYSICAL EDUCATION**

Philosophy of Physical Education Department

MHA believes the body is the temple of God (I Cor. 6:19). God created the wondrous complexity of the human body including the mind, which allows people to connect to God spiritually and achieve His purpose in their lives. To keep the mind and body healthy, one must care for it through proper diet and exercise. In addition, we recognize that sports provide an opportunity to create relationships, take on leadership and witness to others through good sportsmanship.

Graduation Requirements

College Prep Diploma – 20 credits & Health

General Diploma – 20 credits & Health

Students must take at least one PE/sport every year they are enrolled at MHA.



## PHYSICAL EDUCATION COURSE DESCRIPTIONS:

Physical Education courses will be determined by the physical education teacher and administration.

Varsity and JV Sports\*

By sports season

Credits based on sport

Prerequisites: None

JV or Varsity sports based on the amount of practice/game time scheduled per sport.

- Varsity Soccer — 5 credits
- Varsity Volleyball — 5 credits
- Varsity Basketball — 5 credits
- JV Sports — 2.5 credits
- Varsity Baseball – 2.5 credits

*\*Any player placed on ineligibility for two or more grade checks will receive a WF (Withdraw Failing) on his/her report card.*

## SCIENCE

Philosophy of the Science Department

God, as the creator and restorer of life, forms the foundation of study in all content areas of the sciences. The objectives of science education are to provide students with a knowledge and understanding of the basic principles of science and to motivate students to apply that knowledge to their daily living. Science is a continual process of discovery and one of the most exciting aspects of teaching science is allowing students to engage in discovery for themselves. Discovery includes the application of the scientific method in the areas of life science, earth science and physical science. It is dependent upon, and influenced by, the interaction of these disciplines within the context of the individual's cultural and ethnic background, values, lifestyle, and physical and mental makeup.

Graduation Requirements

College Prep Diploma — 30 credits

General Diploma — 20 credits

## SCIENCE COURSE DESCRIPTIONS:

### Biology

Two Semester Course

10 credits

Prerequisites: None

In this class, an emphasis is made to show the common characteristics and needs of organisms in order to point out the consistency of design in nature. Topics of study range from molecular organization to community organization, with a special emphasis in student laboratory experience.

### Chemistry

Two Semester Course

10 credits

Prerequisites: Algebra 1; Students should be in Geometry or taking Algebra 2 preferred

The topics presented in this course range from the fundamental aspects of chemistry to the applications of chemistry in society. Topics also included are matter and its classification, its states, and other properties and include atomic symbols, molecular formulas and their derivation. Students learn to balance chemical equations, perform mass to mass calculations, understand the mole concept, understand atomic structure and the periodicity of the elements, learn bonding processes and results and learn to balance oxidation-reduction equations.

### **Physics**

Two Semester Course

10 credits

Prerequisites: Algebra II and Chemistry (or currently taking)

An introductory study of energy and the changes it undergoes, students find practical application of physical laws is stressed along with actual laboratory experience. This is an elective class designed to challenge the science-oriented student with a greater depth of study than can be offered in a general science class.

### **Anatomy & Physiology**

Two Semester Course

10 credits

Prerequisites: Biology

This course involves the study of the human body, the eleven body systems and how they function. The course begins with an introduction and review of cell biology & histology and then takes a detailed investigation of the body systems. The dissection of the cat is expected of all students. Prerequisite is Biology, and a special project is required each semester.

## **TECHNOLOGY**

Philosophy of the Technical Education Department

Mile High Academy believes technology is shaping the world in which we live including the educational system, global economy, communication and culture. Every student who graduates from MHA must be equipped to be full participants in this technological revolution. We integrate technology across the curriculum, provide each student with a laptop and instruct students in both foundational and advanced technology curriculum.

Graduation Requirements

College Prep Diploma - 20 credits (College & Career required)

General Diploma - 20 credits (College & Career required)

Honors, Advancement Placement & Dual Credit Courses

AP Computer Science A

### **TECHNOLOGY COURSE DESCRIPTIONS:**

#### **Introduction to Computer Science**

Two Semester Course

5 credits

Prerequisites: None

This course introduces computer programming using the programming language Python, hardware, computer and computer related careers and applications of computers. Students will learn how to use computers to solve problems and how they might use that tool in their career.

### **Robotics**

Two Semester Course

5 credits

Prerequisites: None

Using the Lego First Tech Challenge curriculum, students tackle open-ended problem-solving activities by designing, creating, and programming robots. The activities require math and science skills, as well as soft skills, such as creative thinking, problem solving, teamwork and communication skills.

### **Publications (Yearbook)**

Full Year Course

5 credits

Prerequisites: Computer Media I (or currently taking)

Student's focus on creating MHA's annual yearbook, *Columbine*, by using learned skills in photography, photo editing, layout, formatting and writing. Students expand upon the Adobe Photoshop and InDesign skills they developed in Computer Media, while also becoming familiar with the basics of digital layout through company specific software.

## **VISUAL & PERFORMING ARTS**

Philosophy of the Visual & Performing Arts Department

MHA believes art provides an opportunity to develop as a person while sharing God-given talents as a form of service and worship. Artistry, whether it be through music, drama, or drawing, requires self-discipline and attention to detail. Music and drama also call for teamwork. These life skills pay off in a variety of ways in the educational, family and work settings. Most of all, though, MHA believes we have a responsibility to develop future church leaders who will continue to share God's love with their communities.

Graduation Requirements

College Prep Diploma – 10 credits

General Diploma – 10 credits

### **VISUAL AND PERFORMING ARTS COURSE DESCRIPTIONS:**

#### **Art**

One Semester Course

2.5 credits

This course gives students an introductory experience in a variety of art forms including drawing, painting, sculpture and pottery. The course also gives students a basic knowledge of the principles and elements of art.

#### **Band**

Full Year Course

5 credits (2.5 per semester)

Concert Band is MHA's instrumental organization of brass, woodwinds and percussion instruments. Several periods and styles of music are explored. Based on availability, public performances and tours

are scheduled throughout the year. Grades are based on attendance, participation and the amount of practice.

### **Academy Choir**

Full Year Course

5 credits (2.5 per semester)

Academy Choir is an organization of mixed voices. This is an open admission ensemble and is offered to anyone with musical interests. Based on availability, public performances and tours are scheduled throughout the year.

## **WORLD LANGUAGES**

Philosophy of the World Languages Department

MHA believes we are living in a global society where people from across the world interact on a regular basis. As such, it is important to understand not only basic world language skills, but also the cultures of the people those languages represent. Having a global worldview is becoming increasingly desirable in the workplace and continues to be an important part of the Seventh-day Adventist focus on mission work.

Graduation Requirements

College Prep Diploma – 20 credits

General Diploma – None

### **WORLD LANGUAGE COURSE DESCRIPTIONS:**

#### **Spanish I**

Full Year Course

10 credits

In Spanish I, students learn basic Spanish grammar such as verb conjugation and adjective agreement and practice the basic skills of speaking, listening, reading and writing in the present tense with an emphasis upon correct oral and written expression plus aural comprehension. Students are introduced to various aspects of Hispanic culture in Latin American countries and in Spain as illustrated in the text and through videos and presentations, which may include historical, social and cultural topics.

#### **Spanish II**

Full Year Course

10 credits

Prerequisites: Spanish I

Spanish II builds on the grammar and skills acquired in Spanish I. Students learn about complex grammatical forms such as object pronouns and practice the basic skills of speaking, listening, reading and writing with an emphasis upon correct oral and written expression plus aural comprehension, particularly in the past tense. Students also examine aspects of Hispanic culture in Latin American countries and in Spain as illustrated in the text and through videos and presentations, which may include historical, social and cultural topics.

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