



MILE HIGH  
ACADEMY

A CHRISTIAN-BASED, CO-EDUCATIONAL  
EARLY CHILDHOOD THROUGH 12<sup>TH</sup> GRADE SCHOOL

Parent & Student Handbook  
2024-2025

## MISSION STATEMENT

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

## VISION

The Mile High Academy (MHA) 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

MHA has seven core values that are the basis for our school community and academics, CHERISH:

1. CHRIST-CENTERED– Reflecting God’s character in attitudes and actions. (1 Peter 2:5)
2. HONOR – Showing value, dignity and high regard for people and property. (1 Peter 2:17)
3. EXPLORATION – Discovering new information to gain a deeper understanding of God and His creation. (Romans 1:20)
4. RESPONSIBILITY – Following directions, completing tasks and taking ownership of choices, words and actions. (Colossians 3:23)
5. INTEGRITY – Being truthful, fair and deserving of the trust of others. (Luke 16:10)
6. SERVICE – Working for the benefit of others. (Galatians 5:13)
7. 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 has grown from a lower-school and middle-school program to a full preschool through 12-grade college-preparatory program, including dual credit options.

## 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 participation 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 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..."

## STATEMENT ON HUMAN SEXUALITY AND IDENTITY

Mile High Academy is a preschool – 12<sup>th</sup> grade educational institution that is owned and operated by the Rocky Mountain Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution, we neither condone nor promote any behavior outside of the Adventist biblical beliefs. Mile High Academy's policy on human sexuality and identity is based on the *North American Division Statement on Human Sexuality*. This statement is based on Seventh-day Adventist understanding of scripture. More information about Seventh-day Adventist beliefs that inform the expectations of Mile High Academy can be found in the Seventh-day Adventist Church Manual, the 28 Fundamental Beliefs of the Seventh-day Adventist Church, and the Official Statements of the General Conference of Seventh-day Adventists and Official Guidelines of the North American Division of Seventh-day Adventists.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed. This includes but is not limited to, hand-holding, prolonged hugging, sitting on each other, hair stroking, etc.
2. Students will neither promote nor advocate a lifestyle while enrolled in Mile High Academy that is not in accordance with the following:
  - a. "Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs." (*NAD Statements on Human Sexuality*, p 3)
3. Students must state their birth sex on an application for school:
  - a. The birth sex stated must be accurate.
  - b. The birth sex determines restroom use, sports team choices, uniform choices, pronouns used, and any other issue as stated in the student handbook concerning sex.
  - c. Transitioning transgender students, or those who have fully transitioned, will not be admitted.
4. Students of LGBTQ parents may be admitted with full knowledge that SDA theology based on biblical teaching does not support this lifestyle. There may be restrictions placed on parent leadership involvement.
5. Student visitors to the campus must use the bathroom corresponding to their birth certificate biological sex or other restroom designated by Mile High Academy in its sole discretion.

Mile High Academy is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:12-14

# SCHOOL POLICIES & PROCEDURES

## ACCIDENT REPORT & INSURANCE

MHA has student accident insurance through the North American Division of Seventh-day Adventist. The plan is through Mutual of Omaha and the policy number is T5MP-P-054064. When an accident happens at school, the witness will report the accident and start the paperwork. The parents will be notified, and a copy will go home with the parents. The parents will need to complete the highlighted section and return to the school right away so the office can submit the claim on MHA's end. The insurance works as secondary insurance to the parent's insurance plan. If parents do not have insurance, then the MHA plan will act as the primary insurance. If there are questions, please reach out to the office and they will answer your questions.

## ADMISSION INFORMATION

The admission process includes:

- Online application
- Family Interview
- Online Enrollment
- Registration

Required documents include:

- Birth certificate
- Most recent immunization records
- Medical examination (PS Only)
- Pastor recommendation (if applicable)
- Teacher recommendation (grades 6-12)
- Administrator recommendation (grades 6-12)
- Standardized test results
- Placement Testing may be required

Students entering Early Childhood must be 3 years old and potty-trained. Students entering the Pre-K program must be 4 years old with the goal of starting Kindergarten the following year. Students entering Kindergarten must be 5 years old by October 1. Students entering 1<sup>st</sup> grade must be 6 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 turned into the office. All applications are subject to the Admissions Committee approval.*

## I-20 INTERNATIONAL STUDENTS

Students applying to be registered in the SEVIS program are required to pay the full year's tuition, registration, and other fees, in full before receiving the I-20 form.

A student withdrawing from school any time during the year will not be refunded any funds paid. If a student is granted a visa, enters the United States, but then decides to attend another school, tuition and other fees are non-refundable. If the student withdraws before the start of the new fiscal school year, tuition paid less registration fee, miscellaneous non-refundable fees, and other incurred expenses will be refunded.

MHA reserves the right to cancel an I-20 due to voluntary, or involuntary withdrawal from school. A student who is asked to withdraw will not be refunded any tuition.

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's 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 or virtual 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.
- Fill out an I-20 Information form (once accepted) for the school to issue an I-20.

## AFTER SCHOOL CARE

All students in 8th grade and younger who are not picked up by 3:30 p.m. will be placed in the After School Care (ASC) program. Siblings are not permitted to pick up younger students from their classrooms. Parents must pick up their children personally. Students are not allowed to sit with their siblings during practice sessions.

The hours for ASC:

- Monday through Thursday, 3:30 pm to 5:30 pm - **\$18 a day**
- Friday, 12:30 pm to 4:00 pm - **\$18 a day**

Early Childhood students will be picked up from their classrooms. All other students will be picked up from the designated spot communicated at the start of the school year.

Charges will be added to FACTS account at the end of the month.

## ATHLETICS

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 on Tuesdays. If a student's grades are below the eligibility level, they will have until Friday to correct or improve their grades before sitting out the following 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 details and information in regard to our athletic program.

## 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 than

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.

- Parents can call the office at 303-744-1069 or email the office at [attendance@milehighacademy.org](mailto:attendance@milehighacademy.org) by 8:00 a.m. the day of the absence, stating the reason for the absence.
- Absences are only excused for sickness, bereavement, medical appointments, family emergencies, and court appearances. All other absences must follow the Pre-Arranged Absence policy.
- 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**

Each student must obtain a Pre-Arranged Absence form online and submit it for administrative approval five days prior to any planned absence. If the form is not submitted on time, the absences may be considered unexcused. Only with administrative approval can a student expect to make up any missed assignments and tests, with the understanding that some special assignments (such as notes on guest lectures) 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.

Additionally, if you take your child out for a vacation, there is no expectation for the teacher to provide work if it does not fit within our policy.

Students returning from school trips will be given 24 hours (one school day) per day of absence to turn in all missed work and/or take any tests.

**Early Childhood** - Attendance is not required. Parents are asked to contact the Early Childhood 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 Early Childhood program regardless of attendance. Students must be physically checked in/out of the Early Childhood classroom daily.

**K-5** Attendance is taken daily. Students are to be in their classroom by 8:00 am. Tardies are defined as students arriving after 8:00 a.m. and prior to 9:30 a.m. If arriving after the 8:15 am, students must obtain a tardy slip from the front office. Half Day Absences are defined as students arriving later than 9:30 a.m. or leaving before 2:00 p.m. Students absent 7 days (15%) out of a nine-week period, or **6-12** students absent 15% of any class during a semester, for whatever cause, may forfeit period grades.

### **Excessive Unexcused Absences – K-8**

Students who receive five unexcused absences in a quarter will receive a warning letter. Students with eight unexcused absences will receive a letter requesting a meeting with the administration 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.

**6-12** Attendance is taken for each class period. Students are considered tardy if they are not in their classrooms at the start of each class period. 3 tardies = 1 absences. MS Students arriving after 8:15 am must obtain a tardy slip from the front office. US students go directly to their classes and teachers will take care of their attendance. Students arriving after 8:15 am, must obtain a tardy slip from the front office. Chapel attendance is taken at all chapels and absences count the same as class absences.

### **Absence/Tardy**

Absence – missing more than 10 minutes of a single-period class.

Tardy – missing up to 10 minutes of a single-period class; 3 tardies = 1 absence



## **Attendance Grades – 9-12**

Students will receive a letter grade for their attendance as designated below. This letter grade will appear on the transcript sent to colleges. The letter grade will not impact the student's GPA.

- E-Exemplary
  - No single period unexcused absence
  - Letter of commendation sent at the end of the semester
- S-Satisfactory
  - 1-3 single-period unexcused absences (or tardies equaling absences)
  - Letter of counsel sent to student and parent/guardian
- U-Unsatisfactory
  - 4 or more single-period unexcused absences (or tardies equaling absences)
  - Letter of probation and request for administrative meeting with student and parent/guardian
  - Detention
  - Attendance Probation
    - Student suspended for 2 athletic games
    - Student not eligible to hold an office
- Accumulation of further absences within the same semester will require additional administrative counsel and may be grounds for dismissal.

## **BACKGROUND CHECKS & CHILD PROTECTION TRAINING**

Mile High Academy and The Rocky Mountain Conference (RMC) follows the North American Division policies and guidelines for child protection training and requires a formal background check for all employees, and adult volunteers who work and volunteer with children. This must be completed before any volunteering happens at MHA, including class parties, field trips, school events, etc. Please complete at least one week before and confirm with your teacher before attending.

To complete training and a background check, please do the following:

1. Go to **Sterling Volunteers** and click the button that says, "First-Time Registrant."
2. Select "Mid-America" from the drop-down list.
3. Select "Rocky Mountain Conference" from the drop-down list.
4. Create your account.
5. Proceed through the screens selecting the appropriate options as you go.

If you need help, please contact Sterling at 1-855-326-1860, option 3 or the office at MHA.

## **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 students 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 administration.

## CLOSED CAMPUS

Mile High Academy is a closed campus, requiring students to remain on campus throughout the day. If a student needs to leave before the end of their scheduled classes, they must have permission from a parent or guardian, including verification of the appointment (e.g., from a doctor or dentist). Once a student leaves campus after school hours, they are not allowed to return unless it is for a school-related activity.

- Parents of preschool and Pre-K students must sign their student in and out each day with the teacher.
- Parents of K-12 students must sign out at the front office before the student leaves the school premises.
- Upper school students who drive 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 (Thursday) – [Mustang News](https://www.milehighacademy.org/newsletter) (<https://www.milehighacademy.org/newsletter>)
- Weekly email/newsletter from classroom teachers for grades PS-5
- [School Calendar](#) – you may subscribe to our calendar on this page.
  - Click on the Subscribe button below the calendar for each calendar you'd like to subscribe to or copy/paste the webcal/.ics link into your calendar app.
- [FaceBook](#)
- [Instagram](#)
- FACTS SIS Parent Alerts: text messages sent for snow days or other emergent communication
- Band.us – teacher/family communication platform
- MHA's website: [milehighacademy.org](http://milehighacademy.org)
- Attendance Email: [attendance@milehighacademy.org](mailto:attendance@milehighacademy.org)
- Office Phone: 303-744-1069, or email at [office@milehighacademy.org](mailto:office@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 phone 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 31 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 Administration. The registration fees are fully refundable until May 31. Refunds of the registration payment will only be given for the following reasons after May 31:

- Moving/relocated 50+ miles away from Mile High Academy
- The family has a completed and verified application for tuition assistance on file by the deadline and has determined the amount isn't sufficient.
- Educational needs for the student 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

For these reasons only, the registration payment will be refunded once the family has emailed the finance department.

## 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 or key cards—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 or police alarm other than for its intended purpose will be suspended and turned over to the proper authorities.

### DETENTION (Upper School)

In the event that a student's behavior warrants attention beyond what is provided in the classroom, a teacher/administrator may assign detention to that student. Detention will be assigned by completing a behavior report in FACTS. Detention will be assigned for the following, but not limited to, behaviors:

- Dress code violations
- Inappropriate language/profanity
- Disturbing class from inside or outside
- Being late to detention
- Missing detention (2 detentions will be assigned)
- Out of designated area
- Inappropriate touching or behavior towards others
- Disrespectful behavior
- Cell phone use during school hours

Detention will take place during lunch on Monday-Thursday in teachers classrooms as designated. When detention is assigned to a student, the teacher/administrator will complete a behavior report in FACTS, choosing Detention as a sanction in the report. The report will be emailed to the student, parent, administration, and the teachers responsible for detention. The student will be expected to report at the next scheduled detention day.

### 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**

- 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.

### **SEXTING**

This school policy aims to address the issue of sexting among students and outline the potential ramifications associated with this behavior. Sexting refers to the act of sending, receiving, or forwarding sexually explicit messages, photos, or videos using digital devices such as smartphones, computers, or tablets. While technology provides convenience and connectivity, it also carries certain risks, especially for minors. The school is committed to ensuring a safe and respectful environment for all students, both online and offline.

Policy Guidelines:

1. Prohibition of Sexting:
  - a. Students are strictly prohibited from engaging in any form of sexting on or off school premises, including during school hours, extracurricular activities, or on electronic devices owned or controlled by the school.
  - b. Sexting includes the creation, distribution, possession, or solicitation of sexually explicit content.
  - c. This policy applies to all students, regardless of their age or grade level.
2. Education and Awareness:
  - a. The school will incorporate comprehensive education and awareness programs regarding the risks and consequences of sexting, emphasizing its legal and emotional implications.

- b. Students will receive information on responsible digital citizenship, the importance of consent, and maintaining personal privacy online.
3. Reporting:
  - a. Students who become aware of instances of sexting should report them immediately to a trusted adult, such as a teacher, counselor, administrator, or safe to tell.
  - b. Protection will be provided to students who report sexting incidents in good faith, ensuring their anonymity and safeguarding against retaliation.
4. Investigation and Response:
  - a. The school will promptly investigate any reported incidents of sexting in a confidential and fair manner.
  - b. Law enforcement will be involved in cases that involve potential child pornography or other illegal activities.
  - c. Disciplinary action will be taken based on the severity of the offense and may include counseling, parental involvement, suspension, or expulsion.
5. Privacy and Support:
  - a. The school will respect the privacy of the involved parties during investigations while balancing the need to ensure a safe learning environment.
  - b. Students found to be victims of sexting will be provided with appropriate support services.

This school policy on sexting underscores the seriousness of the issue and aims to prevent harmful consequences while promoting digital responsibility. By educating students, creating a reporting mechanism, and addressing incidents appropriately, the school strives to foster a safe and respectful environment conducive to learning.

#### **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.

## **DRESS CODE**

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. Clothing should be well-maintained without holes, frayed hems or excessive fading.

### **DRESS CODE ENFORCEMENT**

While it is inevitable that there may be a difference of opinion regarding the appropriateness of clothing, grooming, and/or determining whether a student's attire is disruptive or distracting to the educational environment of the school, final determination will be made by the school administration.

Students out of compliance with the dress code will be asked 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.

### **EARLY CHILDHOOD – 12TH GRADE EVERYDAY WEAR**

Clothing should be clean and free of extreme wear, holes, and stains.

We have partnered with Tommy Hilfiger (TH) who will be the vendor where you can purchase plaid skirts and jumpers as well as the embroidered polos, sweaters, and sweatshirts. The dress code will look like the following:

	Girls	Boys
<b>Top</b>	<ul style="list-style-type: none"> <li>Grey, royal blue, or black polo with MHA logo embroidered</li> </ul>	<ul style="list-style-type: none"> <li>Grey, royal blue, or black polo with MHA logo embroidered</li> </ul>
<b>Bottom</b>	<ul style="list-style-type: none"> <li>Khaki, charcoal or black shorts, skirts, or pants</li> <li>MHA plaid skirt or jumper w/MHA polo shirt</li> <li>Khaki or black jumper w/MHA polo shirt underneath</li> <li>Leggings under skirt or dresses must be solid color, grey, or black</li> <li>White tights under skirts or dresses</li> </ul> <p><i>Skirts, jumpers and shorts should be an appropriate length, which is defined as no more than 2 inches above the knee.</i></p>	<ul style="list-style-type: none"> <li>Khaki, charcoal or black shorts, or pants</li> </ul> <p><i>Shorts should be an appropriate length, which is defined as no more than 2 inches above the knee.</i></p>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>Closed toe shoes</li> </ul>	<ul style="list-style-type: none"> <li>Closed toe shoes</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>MHA embroidered sweaters and sweatshirts purchased from Tommy Hilfiger</li> <li>MHA departmental sweatshirts</li> <li>Sweatshirts purchased through the MHA's swag store</li> <li>Coats do not have to be MHA branded but must be worn outside, and not within the school building</li> </ul>	<ul style="list-style-type: none"> <li>MHA embroidered sweaters and sweatshirts purchased from Tommy Hilfiger</li> <li>MHA departmental sweatshirts</li> <li>Sweatshirts purchased through the MHA's swag store</li> <li>Coats do not have to be MHA branded but must be worn outside, and not within the school building</li> </ul>

All embroidered items and MHA plaid may only be purchased from TH. The MHA SWAG store will still be open throughout the year to purchase additional SWAG items.

Visit the [Tommy Hilfiger Site](#).

SWAG store can be found [here](#), the store opens up each month for a few weeks.

### CHAPEL DAY (Early Childhood – 8<sup>th</sup> Grade)

MHA will provide a royal blue polo for chapel day. Chapel dress will be khaki pants and a royal blue shirt. MHA plaid skirts and jumpers can be worn as well on chapel day. *For the 2024-2025 school year, chapel will be on Friday. There will not be an official chapel wear day. Students are still able to dress down on Friday.*

### FRIDAY WEAR

On Friday's students are able to dress down with MHA Swag shirts and clean-cut jeans. No sweatpants, including MHA sweatpants, are allowed.

### PE UNIFORMS

PE uniforms are required for middle and upper school students to wear during PE classes. PE uniforms are the same as previous years and do not have to be repurchased if the uniforms still fit and are in decent shape.

- PE uniforms will be available for purchase for \$25 a set, \$15 for shorts and \$10 for a shirt. Charges will be put on the student's FACTS account.
- MHA joggers can be worn during PE, only.

- Students need to label their uniforms with their names on it.
- Please wash your uniforms on a regular basis.
- Tennis shoes are required for PE class with no black soles.

## BANQUETS

Implementing a modest dress code for upper school banquets is essential for fostering a respectful and inclusive learning environment. By requiring garments that extend at least to the knees, midriff covered, no low back exposed, and must have straps ensure that clothing choices remain appropriate. Modest dress code strikes a balance between individual expression and collective responsibility, emphasizing mutual respect and setting a positive example for students as they prepare for future professional settings and social interactions.

## GENERAL INFORMATION

- Hats/caps/sunglasses are not to be worn inside the school building.
- Hair must be combed, neat, clean and a natural hair color.
- Footwear must always be worn.
- Jewelry, except wristwatches, is not allowed. *(See Personal Electronic Devices for more information)*
- 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.
- Swimsuits are to be one piece for the girls and shorts for the boys.
- Clothing that does not cover the midriff is not approved.
- Bottoms:
  - Pants shall be worn securely at the waist and not to sag.
  - No cargo shorts/pants
  - Jeans are not to be worn except Fridays, including colored jeans.
  - Shorts should be worn under dresses, skirts and jumpers.
  - Leggings can be worn under skirts or dresses, but not to be worn alone.
  - Sweatpants, athletic style pants/shorts are approved only as directed during athletic activities, never during the school day.
- Notebooks, folders, backpacks, etc. should also reflect MHA CHERISH core values.

**This policy above is in place during the school day, for the sports programs or any extracurricular events, school programs or school trips.**

A review of dress policies may be needed periodically, and changes will be made as needed and communicated with families.

## EARLY CHILDHOOD PROGRAM

Our Early Childhood program includes Preschool for the 3-year-old child and Pre-Kindergarten for the 4- and 5-year-old child that will be attending Kindergarten the following school year. These programs are age-appropriate for the development of the whole child.

Preschool and Pre-Kindergarten programs provide a safe and nurturing learning environment. Our teachers craft hands-on activities that allow each student to excel beyond other Early Childhood programs.

We encourage each guardian to work together with teachers, administration, and their child to ensure a successful outcome, where each child feels known and appreciated for their individual gifts and personalities.

The Early Childhood is a safe and nurturing learning environment where children three to six years of age experience age-appropriate opportunities to explore, learn and serve. MHA is licensed by the State of Colorado, Department of Human Services and Division of Child Care for a total of 20 children.



Your student will be in a classroom where widely accepted childhood development, brain-based learning research and the latest teaching methods are used to foster the cognitive and social development of each child. Through play-based activities and exciting academic learning, our highly trained teachers prepare children for success.

More information can be found in the [Early Childhood Handbook](#).

## 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. If activated, Douglas County Sheriff department will be automatically notified for the need of police presence. Students who pull these stations falsely will be fined according to Douglas County Sheriff department.

## EVENTS

There are many events that happen during the school year at Mile High Academy. The following is a quick overview of several of the main ones you'll see on our calendar. Be sure to frequently check the school calendar. Communication will also be shared through the school and teacher newsletters.

- 5<sup>th</sup> & 8<sup>th</sup> Grade Dinners
  - These dinners are open to the 5<sup>th</sup> and 8<sup>th</sup>-grade parents with students moving up to middle school or upper school. This is a time to hear not only student testimonials, but also hear from teachers and the principal about what to expect for the next school year.
- Academic Awards
  - This is the time that students are recognized by their teachers for academic excellence. See award details below. We also recognize Honor Roll and Principal's List students who have been on the respective lists for all three quarters of the school year. Upper School will also include National Honor Society Induction for Juniors/Seniors who have applied and been accepted. This event happens in the evening.
- Adventure Learning
  - Adventure Learning is a fun opportunity for our upper school students to go learn in different locations. The benefits of attending Adventure Learning includes exposure to new and interesting places, learning outside the classroom, and historical relevance of destination and exercise in an outdoor setting.
- Alumni Weekend
  - Alumni is such a special time at MHA, when we welcome our alumni back home on the fourth weekend of September. The Alumni Sabbath is hosted in the gym with student performances by the band and choir. Alumni share memories from their time at MHA. After the service, MHA treats our alumni with a haystack lunch, campus visits or an afternoon activity. In years past we have hosted both girls' and boys' basketball games as well as evening fellowship with friends. On the Sunday of Alumni weekend, we host our annual Mustang Classic golf tournament and enjoy a day together on the greens while raising money for MHA.
- Annual Auction - Eat, Mingle & Give
  - Eat, Mingle & Give is our yearly annual auction event. One of the most anticipated events of the year, our families come together to raise money for our Annual Fund. Not only are there donated community items for a silent auction, but each class makes an item to be used for the live auction. You never know what to expect. One year we auctioned off a puppy! For the past several years, this event has been hosted at Topgolf

Centennial and is now a brunch event for the entire family. Come enjoy a round or two of golf, eat, mingle and enjoy the ever-eventful live auction. You won't want to miss this one!

- **Athletic Awards**
  - As the Mustang season comes to a close, we honor our student athletes and their accomplishments with a special evening dedicated to our Athletic Awards. Families are encouraged to join us as we celebrate together over dinner.
- **Athletic Tournaments**
  - Our varsity teams typically attend two tournaments annually, one in the fall for soccer and volleyball and another in the winter for basketball. These tournaments are hosted by Union Adventist University, Pacific Union College, Walla Walla University, and Southwestern Adventist University.
- **Ball Arena Event**
  - One of the highlights of our school calendar, this yearly tradition sees MHA's Mustang upper school basketball team taking on the Champion Cougars from our conference. Held at Ball Arena, students compete on a professional court in the afternoon. Tickets are required for entry and also include admission to the evening's Denver Nuggets basketball game.
- **Bring A Friend Day (Visitation Day)**
  - Bring A Friend Day is an exciting visitation day for our school. Not only are students encouraged to bring a friend, but the event is also open to community families who might like to experience the life of a MHA Early Childhood through 11<sup>th</sup> grader.
- **Chapels**
  - Every Thursday we host a special Chapel for each school (lower, middle and upper). Students lead out in the song service and prayer while guest speakers and pastors in the community come share a special message with our young people.
  - The lower school also presents a student or students with acknowledgement for demonstrating outstanding CHERISH values.
- **Concerts**
  - We host both a Christmas and Spring concert at MHA. These events can include performances by our ensembles, band, Drama team and more. Even if your student isn't involved, we still encourage our families to come and hear the many talents found at MHA.
- **Fall Festival**
  - Prepare for an evening filled with fun, food, and laughter at our Fall Festival! In the weeks leading up to the event, each class selects a food item and an activity to contribute. The gym is magically transformed into a festive wonderland with creatively decorated booths. Entry to the festival is free, and instead of cash, advance ticket sales are available as well as tickets on the night of the event. This beloved gathering is eagerly anticipated by families and the community alike, making it one of the highlights of the year.
- **Field Day**
  - Field Day takes place at the beginning of May and is a lively all-school event organized by our Parent Teacher Organization. Students engage in various activities and events in the morning, promoting teamwork, friendly competition, and physical activity. Following the event, students enjoy a special lunch together.
- **FOCUS Weeks -**
  - We also have two FOCUS weeks during the school year. During these weeks, guest speakers lead out in a daily FOCUS week chapel. The kids are reminded the importance of having a relationship with God and that He is the center of MHA. FOCUS stands for:
    - **Focus**
    - **On**

- Christ's
  - Ultimate
  - Sacrifice
- Graduation Events
  - **Kindergarten** – Typically held the last Tuesday of the school year, our littlest graduates march across the stage amongst the cheers of their parents as they prepare to enter first grade.
  - **8<sup>th</sup> Grade** – Held the night before the last day of school, the 8<sup>th</sup> graders celebrate with their family and friends as they leave middle school and prepare to enter high school.
  - Our Senior class has several graduation events:
    - **Senior Blessing** is a more intimate event in which the parents write tributes to their seniors. As well as a time to reflect on accomplishments and give scholarships from universities.
    - **Senior Consecration** is a vespers event where students do tributes to their parents and the school presents bibles to the seniors.
    - **Senior Baccalaureate** happens at one of our local churches and the seniors lead out in the service.
    - **Senior Commencement** aka Graduation is the most anticipated event of our Seniors. Graduation is held in MHA's gym on Saturday evening as our Seniors close the book on their time at MHA and embark on a new chapter of their lives.
- Grandparents' Day
  - Our campus lights up with joy when grandparents visit. Typically scheduled for the Friday before Alumni Sabbath, this special day invites grandparents to spend time in classrooms with their grandchildren, catching up on the latest at MHA.
- Junk Scramble
  - Each year, we host two Junk Scramble events—one for Middle School and one for Upper School. Each class is assigned a color, and students are encouraged to go all out while upholding the CHERISH core values. They bring a variety of random items (e.g., sleeping bag, compass, eyeliner, hairbrush, water bottle, cookbook), making the event both competitive and fun. It's a great opportunity for students to work together as a class. Parents are welcome to attend and cheer on the participants.
- MAP Testing
  - Students take a MAP® Growth™ test from NWEA® on an iPad or laptop three times a year. MAP Growth scores help teachers check student performance by measuring achievement and growth for the individual. Teachers use results to tailor classroom lessons and set goals for students. MAP Growth tests are unique, and it adapts to your child's responses to measure your child's skill level. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. These results will provide a more complete picture of what your child knows and is ready to learn—whether it is on, above, or below their grade level. Since MAP Growth tests provide immediate and accurate information about your child's learning, it's easy for teachers to identify students with similar scores that are generally ready for instruction in similar skills and topics, and then plan instruction accordingly. MAP Growth reports also provide typical growth data for students who are in the same grade, subject and have the same starting performance level. Each school year, students take the tests in September, January, and April. Following each testing period, you will receive a Family Report showing a summary of how your child is performing academically.
- MHA Sabbaths
  - We are proud of the relationship we have with our Denver area churches. Several Saturdays in the school year our students go to the churches and lead out in the program, be it musical performances, telling the children story or giving the sermon. These Saturdays are placed on the school calendar and all families are welcome to attend, whether your child is participating or not.
- Mission Trips
  - Mission trips, whether local or international, are available for our upper school students during the school year. In previous years, students, staff, and volunteers have participated in various service projects, such as

building churches, painting facilities, and digging irrigation systems. These trips provide opportunities to help others and foster life-long friendships.

- Morning Meeting
  - Both the US and MS host a morning meeting, where they come together as a school for daily announcements, student shoutouts, prayer and a brief devotional thought.
- Move Up Day
  - Move Up Day is a special day for our 5<sup>th</sup> and 8<sup>th</sup> grade students as they get to experience what life will be like for them during the next school year as the transition to the next level of schooling.
- Music Trip
  - The music trip typically happens during the spring of second semester. It's a fun time for our talented musicians to perform and bond with various music entities. Immersed into the world of music, our students have performed in churches, schools, theaters and music venues around the US.
- Open Enrollment – December 15
  - MHA operates under a continuous enrollment model, meaning we assume the current families are staying with us until they tell us otherwise. Open enrollment happens on December 15, when enrollment is open to the community. Priority is given to siblings of current students, but space is often limited, and new students or families are encouraged to submit applications right away.
- RMC Outdoor School (MS)
  - Middle school students attend an outdoor education program at Glacier View Ranch, gathering with other schools in the Rocky Mountain Conference. The event includes worship, class activities, and recreation. Students in grades 6 and 7 stay in cabins, while 8th graders camp in tents. Regular classes are not in session during this required event.
- RMC Music Festival (MS)
  - Middle school students participate in a music festival at Campion Academy, joining peers from across the Rocky Mountain Conference for a weekend of rehearsals and performances. Attendance is required for rehearsals and staying on campus, culminating in a final concert on Saturday.
- Senior Survival
  - Senior Survival is a long-standing tradition at MHA, evolving each year to offer unique challenges and experiences. The class sponsor plans outdoor activities designed to push students beyond their comfort zones and foster class unity. Activities may include camping, rafting, backpacking, or climbing 14ers. This event is a great way for seniors to bond, elect class officers, and set the tone for their final year together.
- Service Day - *Love Matters Most*
  - One of MHA's CHERISH core values is service. MHA sets aside a day for the entire school to serve in the community. Be it making Christmas cards for shut-ins, volunteering at nursing homes, raking leaves for someone, helping at one of the local churches or hospitals, our students look forward to *Love Matters Most* and spending time serving others.
- Spirit Weeks
  - There are two Spirit weeks that happens during the school year, one in the fall and one in the spring. The teachers brainstorm fun ideas for the students to dress up and show their school spirit.
- Upper School Retreat
  - It is during this time that our Student Association (SA) intentionally introduces our spiritual theme for the year, take time to get to know each other, and get excited about the school year. This event typically happens at Glacier View Ranch, near Ward, CO.

- Vespers
  - Throughout the year we host special vesper events. Sometimes they are on Friday nights and other times they are held before an event, such as the junk scramble. This is a special time for our community to come together and reflect on the blessings from Christ. Often these are student-led events, or we sometimes have guest speakers.
- Walk-A-Thon
  - The annual Walk-A-Thon is a beloved all-school event that raises funds for the Annual Fund, ensuring all students have the opportunity to attend MHA. Students are encouraged to collect sponsorships and donations, either per lap or as a flat donation, with a goal of raising at least \$200 each to help us reach our \$50,000 target. The event kicks off with a pep rally and special chapel, followed by the walk/run on the field. Fun booths along the route offer prizes, water, temporary tattoos, and more. The day concludes with an all-school lunch. Donations are typically due by the week following the event to allow time for lap sponsors to be notified of their student's achievements.

## 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. Current information about tuition, fees, discounts, and financial assistance may be found at [milehighacademy.org](http://milehighacademy.org).

## ADDITIONAL FEES

All prices subject to change without notice.

- |  |                                 |
|--|---------------------------------|
| • After School Care                        | \$18 per day, per student       |
| • Application Fee                          | \$50 per student, one time fee. |
| • Financial Aid Application (per family)   | \$40                            |
| • Instrument Rental                        | TBD                             |
| • Late Fee                                 | \$30                            |
| • Lost Key Card                            | \$10                            |
| • Lunch (per lunch)                        | \$5-\$8                         |
| • NSF Checks                               | \$30                            |
| • Technology Fines (lost or excess damage) | TBD                             |

The following are estimates only and not to exceed:

- |                              |             |
|------------------------------|-------------|
| • 8 <sup>th</sup> Grade Trip | \$500       |
| • Educational & Mission Trip | \$250-3,500 |
| • Outdoor School             | \$100       |
| • Music Festivals            | \$25-100    |
| • Music Uniform              | \$125       |
| • Music Tour                 | \$1,000     |
| • Prayer Conference          | \$25        |
| • Robotics Trip              | \$1,000     |
| • Senior Trip                | \$2,000     |

Sport fees are collected at the beginning of each season and are non-refundable after the first week of games.

- |                  |  |
|------------------|--|
| • Middle School  | \$75-\$150 per sport                   |
| • Junior Varsity | \$150-\$250 per sport                  |
| • Varsity        | \$250-\$500 per sport + tournament fee |

## APPLICATION FEE

Application fees are a one time fee charged per student. Application fees are non-refundable.

## **EARLY WITHDRAWAL**

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

## **FINANCIAL AGREEMENT & DELINQUENT ACCOUNTS**

Parents who enroll students at MHA 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.

If the family's account is not current, the student will be allowed to take final exams, but will not have access to report cards on FACTS until their account is current with the financial agreement.

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

## **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 will not have access to report cards on FACTS until their account is current.

## **GRADUATION COSTS**

Mile High Academy provides diplomas, stoles, honor pins and recognition cords for graduating seniors. The school will order graduation gowns for the individual classes, the families will be billed for these via FACTS. Other expenses will be deducted from the trust funds or are the students' responsibilities. Transcripts or diplomas will be issued only when the student's account is financially cleared.

## **REGISTRATION FEE**

Registration fees cover student accident insurance, technology (1:1 program), Music Program, FACTS, yearbook, PTO dues, school supplies (PS-5), lower school field trips and class parties, middle school textbooks, class dues and electives (6-12), one PSAT test (10-11), one ACT or SAT test (11-12), student association dues, and a MHA Chapel polo.

The registration fees are fully refundable until May 31. See the Continuous Enrollment section of this handbook for additional information.

For current families, to hold your spot at MHA, registration fees must be paid by Jan. 31 through FACTS. There will be a \$50 discount if registration fees are paid by January 31, or within 10 days of enrollment for new families.

For new families, you will have ten days from the date on the acceptance email to pay the registration fees to hold your child's position in the class.

Registration fees for students registering for the 2<sup>nd</sup> quarter will be pro-rated at 75%. 3<sup>rd</sup> quarter will be pro-rated at 50%. 4<sup>th</sup> quarter will be prorated at 25%. Registration fee's as follows:

- Early Childhood                \$350
- Lower School                    \$675
- Middle School                  \$925
- Upper School                    \$1,000

## TESTING

One ACT or SAT text 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.

## TEXTBOOKS

The school registration fee covers textbook cost for PS-8<sup>th</sup> grade students, the classroom teachers will distribute the textbooks to the students. Please see the school's website for a list of 9-12<sup>th</sup> grade required textbooks. MHA does not have a bookstore. MS students taking US-level Algebra 1 or Geometry will be required to purchase these textbooks on their own. All upper school students and middle school students taking upper school classes are required to purchase and supply their own textbooks.

MHA will provide a list of books and ISBN numbers on the website, so that a student may purchase new or used books online.

## TUITION

Tuition does not cover all of MHA's operating costs. Members of the SDA church support Adventist education with substantial church and conference subsidies. MHA is supported by Adventist churches in the Denver Metro Area. Students (K-12) whose parents are members of one of these churches will receive the Adventist rate.

Tuition is divided into 10 installments and billed July through May, leaving January tuition free to pay registration fees for the upcoming school year.

A statement will be emailed to the responsible party from FACTS monthly. Parents may access their tuition and incidentals account through FACTS SIS at any time. We require each family to set up an auto pay payment plan for both tuition and incidentals accounts. All credit card payments will be charged a service fee. Tuition is due the 5th or 20th of the month, depending on the date selected with FACTS. A late fee of \$30 per month per family may be charged if payment is not received by the due date.

## TUITION DISCOUNTS

Tuition discounts are given to families with more than one child in attendance at MHA. The discount is applied to the tuition of the younger child(ren).

- 1st Student – Full Tuition
- 2nd Student – 5% discount
- 3rd Student – 10% discount
- 4th Student – 20% discount
- 5th Student – 25% discount

A 5% tuition discount is given if paid for the entire school year. Payment(s) must be received no later than July 1 through FACTS, or within 10 days of enrollment for new students.

## TUITION RATES

2024-2025	NON-ADVENTIST		ADVENTIST	
	YEAR	MONTH	YEAR	MONTH
K-5	\$9,160	\$916.00	\$6,875	\$687.50
6-8	\$11,100	\$1110.00	\$8,350	\$835.00
9-12	\$14,385	\$1,438.50	\$10,775	\$1,077.50

**TUITION RATES – *Early Childhood***

For Early Childhood, MHA offers either full-time or part-time, two or three full day options. The tuition rates are as follows:

2024-2025	YEAR	MONTH
Full Time	\$9,975	\$997.50
Part Time (4 days)	\$8740	\$874.00
Part Time (3 days)	\$6,570	\$657.00
Part Time (2 days)	\$4,400	\$440.00
Part Time (1 day)	\$2,250	\$225.00

*The intent is to pair up part time students together to create one full time spot. Full-time students will receive priority.*

#### **TUITION RATES – International**

GRADE	FEE + TUITION RATE	YEAR
K– 5	\$3,000	\$12,160
6-8	\$4,000	\$15,100
9-12	\$5,000	\$19,385

This does not include residential fees, registration fees, transportation, and other incidental 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.

#### **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.

This application is available on our website or the FACTS website 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. Please contact finance department at [jaalborg@milehighacademy.org](mailto:jaalborg@milehighacademy.org) to see if there are any available spots for the upcoming school year.

**CHURCH TUITION ASSISTANCE:** Some churches provide tuition assistance to eligible members. Please contact your church pastor for further information.

#### **WORK OPPORTUNITIES & PFE PROGRAM**

Work opportunities are available for our upper school students. Student earnings from campus jobs can help offset tuition and other MHA fees.

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.

The [Partnering for Eternity \(PFE\) Program](#) pairs students with mentors in the community to build intergenerational friendships and provide tuition assistance. This program is available for students K-12. Please see office if interested in either opportunity.



## FOOD DELIVERY POLICY

We have established the following guidelines for food deliveries to ensure a smooth and efficient process:

- **Delivery Hours:** Food deliveries are only permitted between 10:30 AM and 1:00 PM.
- **Delivery Location:** All food deliveries must be made to the school office. Direct deliveries to students are not allowed.
- **Payment and Tips:** Students must pay for their orders in advance and tip the delivery personnel appropriately.
- **Pick-Up:** Students can only pick up their orders during their lunch period.
- **Unclaimed Food:** Any food not picked up within a reasonable time frame will be disposed of by the office staff.
- **Forgotten Lunches:** For students who forget their lunch, a hot lunch is available Monday through Thursday.
- **No Classroom Interruptions:** The office will not call classrooms to notify students of deliveries.
- **Outside Delivery Times:** Food delivered outside of the designated delivery hours will be discarded by the office.
- **Minimizing Disruptions:** All deliveries must be non-disruptive to the school day.
- **Pre-Ordering:** Due to our no cell phone policy, students must pre-order their food or have their parents order the delivery for them.

Please follow these guidelines to ensure a smooth and efficient process for everyone.

## 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**

Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases unless they have a certificate of medical or nonmedical exemption on file. Immunizations must be turned in prior to starting school, and verification should be presented at registration. A family wishing to refrain from the immunization program required by the state must yearly submit the exemption certificate 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.

All Early Childhood students must have a physical examination by their physician or have one scheduled for completion within 30 days of enrollment. Physical forms are available in the school office or online and are accepted if taken 12-months prior to the start of school.

Students participating in our extracurricular athletics program must have a yearly sports physical on file in the school office.

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.

## HOME SCHOOLING

See Administration for more information.

## KEY CARDS

Key cards will be given to students in upper school and may be issued to middle school students during the year. Students are to always have their key cards on them, visible, for others to see. This is for safety as well as their way of going from building to building. If a card is inactive or lost there will be a charge of \$10 to replace the keycard.

## LOCKERS

Students in grades 6<sup>th</sup> – 12<sup>th</sup>, 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 or teacher. 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 fee and may face disciplinary actions.

## MEASURES OF ACADEMIC PROGRESS (MAP)

Measures of Academic Progress (MAP), is a computer adaptive testing program for our students in grades K through 12. These tests are taken three times a year and are intended to identify growth in math and reading (K-12), language (2-12), and science (3-12). 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. These tests are [adaptive](#) and adjust to the level of the student. An additional benefit is that MAP results are available the next day.

## MEDICATION ADMINISTRATION

For any medication, whether over-the-counter or prescription, to be administered at school, it is the responsibility of the parent/guardian to provide both the medication and the necessary forms with signatures. These procedures are in place to prioritize the safety of our students and vary based on grade level. Faculty or staff are unable to administer medication without appropriate documentation from a medical professional.

## 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. HIPPA 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**

### **EARLY CHILDHOOD PROGRAM**

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 & 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.

## **AFTER SCHOOL ACTIVITIES & SPORTS**

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

## **MISSION TRIPS**

MHA 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.

## **MUSIC AND FINE ARTS**

The 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 upper 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 concert band/orchestra; choirs; theory and appreciation classes; and other music opportunities as available.

The music department highly encourages its students who excel in music to develop their potential through private lessons. Many of the groups participate in area church services, tours, and specialized trips and requirements. 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.

## **NON-DISCRIMINATION POLICY**

MHA 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.

## **PARENT EXPECTATIONS**

MHA is committed to student success and recognizes the importance of giving students an opportunity to success. Student success is impacted by the supportive involvement of a student's parents. MHA faculty and administration seek to work alongside parents to ensure student success. The school expects that parents will take each disciplinary situation seriously and work with MHA to handle the situation in a timely fashion.

Should it be determined that a student or students' parents have engaged in inappropriate conduct or demonstrated an uncooperative or antagonistic attitude towards a student, teacher, administrator, or any staff member, the school reserves the right to place restriction on the parent(s); or ask the student to withdraw or be subject to expulsion.

## PARENT TEACHER ORGANIZATION (PTO)

Parent Teacher Organization (PTO), a school-based group with a mission to make MHA a better place for our children to learn. Parents of students work together with the teachers to volunteer in classes, raise money for MHA and generally support our school's efforts.

For MHA to function effectively for the student's welfare, it is important for both teachers and parents to come together. The PTO plays a prominent role at MHA, helping enhance and improve the children's learning experience. Because of this we included in our Parent Commitment is to either volunteer 20 hours per family a year or provide a \$200 charitable donation. Please email the PTO at [parents@milehighacademy.org](mailto:parents@milehighacademy.org) to get involved or if you have any questions.

## PARKING

There is no overnight parking permitted on MHA's premises unless attending a school overnight trip. 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.

If students are attending an overnight trip, we ask that they park on the back row of the main parking lot. MHA is not responsible for vehicles that are parked in the parking lot.

MHA'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.

## PERSONAL ELECTRONIC DEVICES INCLUDING CELL PHONES

Personal electronic, "Smart," devices (phones, smart watches, 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 the 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.

Middle and 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.

## PHOTOGRAPHY AND SOCIAL MEDIA POLICY

This policy governs the inclusion of images in school-related promotional materials such as the yearbook, newsletters, and flyers, as well as on digital platforms like the school website, social media feeds, streaming, YouTube channel, and in press releases. For the purposes of this policy, the term "photograph" encompasses both still and moving images, with or without sound, whether stored or transmitted electronically or in hard copy.

Mile High Academy welcomes, appreciates, and encourages positive publicity. Photos of our students add vitality and interest to depictions of our school activities and initiatives. Incorporating photographs into promotional materials has the potential to boost student motivation, enhance staff morale, and allow parents and the local community to recognize and celebrate Mile High Academy's accomplishments.

Mile High Academy adheres to the following guidelines when using children's photographs in promotional materials, including the use of images and names on the school website, newsletters, and displays:

#### **GUIDELINES FOR TAKING PHOTOGRAPHS**

- Staff may take photographs to support educational goals, such as for classroom displays or projects.
- Photographs should be securely stored and used only by authorized personnel.
- Image files should be appropriately named, avoiding the use of students' names in file names.
- When capturing photographs, teachers must ensure that students are appropriately dressed and not engaged in activities that could bring the individual or Mile High Academy into disrepute.
- Digital photographs should not be cut and pasted or manipulated, except for cropping.
- Students are not permitted to take, use, share, or publish images of others without consent.

#### **GUIDELINES FOR TAKING PHOTOGRAPHS AT SCHOOL EVENTS**

For privacy reasons, we refrain from publishing students' full names in our online and printed materials, with the exception being during their graduation—a moment we believe deserves recognition.

#### **GUIDELINES FOR PUBLISHING PHOTOGRAPHS**

- Parents may at any time withdraw their consent/non-consent for the use of student images and/or digital recordings in school publicity printed materials, on social media and in the press. Any request must be made by submitting a written request to the school office.
- Personal details of any individual in a photograph, excluding the yearbook, will not be published without explicit permission from the parent or guardian. Student names and grades will be included in the school yearbook.
- Photographs taken in public areas during events with large crowds do not require permission from everyone in the crowd shot before publication on the school website.

#### **LIVE STREAMING**

Mile High Academy live streams various school and sports events, including but not limited to music performances, graduations, and athletic competitions. These live streams are intended to provide access to our community and beyond, showcasing the achievements and talents of our students.

By enrolling your child at Mile High Academy, you acknowledge and accept that your child may be included in live streams and other photographic materials used for promotional purposes.

#### **CONCERNS**

- If parents have any concerns about inappropriate or intrusive photography at a school event, they should report the concerns to the Principal.
- If a parent or child wishes to have a photograph removed from the school website, they should contact the office.

#### **PARENTAL CONSENT**

Mile High Academy respects the right of parents/guardians to withhold consent for their child's/children's photographs in school publicity materials. Parents who do not want their child's/children's photographs used as outlined in this policy should notify the office in writing after enrollment has been completed. Otherwise, it will be assumed that the policy has been read, accepted, and consent has been given. A class record of parental non-consent will be provided to all class teachers.

As our enrollment operates continuously, if at any point you wish to change your initial consent, we kindly ask that you communicate this change in writing to the office.

## PICK-UP NUMBERS

Each MHA family is assigned a pick-up number during registration. This number is printed by MHA and distributed to each family yearly at registration. Pick up numbers are printed yearly and colors will change for added security. Additional pick-up numbers are available if needed. Original pick-up numbers, not copies, must be clearly visible to faculty/staff member on duty. All students are issued a mini pick-up number to attach to each student's backpack. If you are carpooling, you must have a pickup number for each family of the students being picked up.

Each family must provide a pick-up number 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 pick-up number. If the driver of the vehicle does not have a pick-up number, 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 pick -up numbers. Pick up numbers must be on display until all children are loaded within the vehicle.

MHA will only issue replacement pick up numbers 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.

## ROOM PARENT

Room parents (a.k.a., room moms, classroom aides, volunteer coordinators) are the special ingredient of every school year. Without these critical volunteers helping our teachers, planning celebrations and communicating with parents in the classroom, Mile High Academy would be a much duller and less organized place.

The room parent serves a primary role in maintaining good communication between the classroom parents, while also being a valuable resource to the teacher and the class. The room parent also facilitates the social interaction among families in the school community.

A room parent's main task is to facilitate communication between other parents and the teacher, the PTO and occasionally school administration. This can vary widely from class to class and teacher to teacher. For the most part, the room parent solicits donations (paper goods, snacks, decorations, etc.) from parents for classroom parties and events (usually based on a list from the teacher), collect money for teacher gifts during holidays and Teacher Appreciation Week in May, organize classroom volunteers for events or enrichment and other tasks as decided by the teacher. Some room parents act as liaisons for the PTO, attending parent group meetings and, potentially, helping generate support or interest in the PTO efforts. (For example, room parents can help the PTO promote an event by reminding their parents of an upcoming program or fundraiser.)

The room parents meet with their respective teacher before school starts to review the teacher's classroom plan for the school year.

## SAFE TO TELL

The Safe to Tell program in Colorado is an important initiative aimed at creating a safe and supportive environment for students. This program encourages students to speak up and report any concerns they may have regarding their safety or the well-being of others. Students are encouraged to confidentially share information about bullying, threats, self-harm, violence, or any other potential dangers. The program ensures that all reports are taken seriously, and appropriate actions are promptly taken to address the concerns. By fostering open communication and providing a confidential reporting platform, the Safe to Tell program empowers students to play an active role in maintaining a safe and inclusive school community.

Ways to reach out:

1-877-542-7233

[www.safe2tell.org](http://www.safe2tell.org)



SAFETY

It's essential to be proactive in ensuring the safety of students. Here are some measures that MHA implements:

**Crosswalks:** Having designated crosswalks helps ensure the safe passage of students when crossing roads or intersections near the campus.

**Raptor System:** The Raptor System is a visitor management software that enhances security by screening and tracking visitors, including checking for any potential threats or registered sex offenders.

**Sterling Volunteer:** Sterling Volunteer is a background check service used to screen volunteers who work with students to ensure they have a clean record and are suitable to interact with children.

**Blue Point System:** The Blue Point System is a comprehensive school safety solution that includes various components such as emergency alert systems to quickly notify the police so they can respond to potential threats.

**Access Control:** Access control measures, such as restricted entry points and key card access, help regulate who can enter specific areas of the campus, ensuring that only authorized individuals have access to certain spaces.

**Cameras:** Placing cameras at all the doors and within the school premises enhances surveillance and can help monitor and address any security concerns promptly.

**Gate for Breezeway:** Installing a gate for the breezeway can help control access to this area, ensuring only authorized individuals can enter or exit.

**Blinds for windows:** Having blinds for windows allows for better control of visibility from the outside and provides privacy and security within classrooms or other sensitive areas.

**Students wearing IDs:** Requiring students to wear identification badges at all times helps identify individuals who belong on the campus and enhances overall security awareness.

**No unlocked doors:** Ensuring that all doors are locked when not in use is a crucial security measure to prevent unauthorized access and maintain a secure environment.

**Safety protocols with teachers and students:** Regular training and drills on safety protocols, including emergency procedures, can help teachers and students be prepared to respond effectively to various situations.

**Douglas County Relationship:** Having a relationship with Douglas County provides additional support and resources for campus safety.

By implementing these measures, MHA aims to create a secure environment for students, staff, and visitors, promoting their well-being and allowing for a focused and conducive learning atmosphere.

SCHOOL HOURS/DROP-OFF & PICKUP TIMES

Before School Care	7:15 am – 7:45 am
School Hours (M-TH)	8:00 am – 3:15 pm <i>(US: 2:30 pm Lab period from 2:35 pm to 3:25 pm)</i>
Pickup (M-TH)	3:15 pm – 3:30 pm
School Hours (F)	8:00 am – 12:15 pm
Pickup (F)	12:15 pm – 12:30 pm
After School Care (M-TH)	3:30 pm – 5:30 pm
After School Care (F)	12:30 pm – 4:00 pm
<i>See After School Care for more details</i>	

It is imperative that Upper School students leave campus immediately after their classes conclude, unless they have a scheduled event or practice. Parents are urged to make alternative arrangements for prompt student pick-up if they cannot meet the designated time. Additionally, on Fridays, all Upper School students must be picked up by 1:00 pm without exception.

## **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.

## **DROP OFF & 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 3:00 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.
- 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.
- A vehicle may not exceed 10 mph on school property at any time for any reason.
- Follow the vehicle in front of you unless otherwise directed by a faculty/staff member.

## **EARLY CHILDHOOD DROP OFF & PICK UP PROCEDURES**

- Students are allowed on campus after 7:15 am.
- Early Childhood families should plan to use the left lane and proceed directly to the designated Early Childhood parking lot.
- All Early Childhood students must be walked into the classroom by a parent, guardian or authorized person and signed in and out with the teacher.
- For pick up, parents will come to the classroom to pick up their student and sign out with their teacher.

## **LOWER, MIDDLE & UPPER SCHOOL**

### **Drop Off Procedures**

- Students are allowed on campus after 7:15 am.
  - (LS & MS) Students who are on campus between 7:15 am and 7:45 am will go to Before School Care (BSC).
  - (US) Students who are on campus at 7:15 am may go to the commons.
  - Students may enter their classrooms beginning at 7:45 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 and have students exit the car on the right side.
  - If parking, please use the left lane and proceed directly to the parking lot.
    - K – 2<sup>nd</sup> grade students may go directly to their outside classroom doors. Doors will remain locked but teachers will be there to let them in.
    - 3<sup>rd</sup> – 5<sup>th</sup> grade will enter the building through the main entrance and proceed directly to their classrooms.

- MS will enter the building between the two buildings, via the gate and proceed directly to their classroom.
  - Upper School please use the US entrance.
- Drivers must take care that all students reach the sidewalk safely before pulling forward.

#### Pick Up Procedures

- Drivers should enter the south/east entrance and may begin lining up along the right lane as they enter the parking lot.
- **Please do not line up before 3:00 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 3:30 pm, their student(s) will have been taken to After School Care.
- (US) School Day ends at 2:30 pm, lab period goes from 2:35 pm to 3:25 pm.
- (US) If a student needs to leave early, they need written permission and submit to the front office and need to sign out before leaving.

#### 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. 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.

#### 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 Church to the east of MHA property (along Dad Clark Drive).

#### SCHOOL BOARD

Board Communication can be sent via email to [board@milehighacademy.org](mailto:board@milehighacademy.org). More information about the board can be found [here](#).

#### SCHOOL PROPERTY

Students and parents assume full financial responsibility, including restitution, for any school property or the property of other students that is damaged.

#### SECURITY CAMERAS

The school has implemented a camera policy in common areas to enhance safety and security. These cameras are regularly monitored and can be reviewed if necessary, in accordance with the law. Placed strategically in entrances, hallways, parking lots, and other key areas, the cameras serve as a deterrent and aid in surveillance. They help school administrators and law enforcement identify and respond to suspicious activities swiftly. In case of incidents or emergencies, the camera footage can provide valuable evidence. It is important not to tamper with or block the cameras, and any malfunction should be reported promptly. The school is committed to maintaining a secure environment for everyone on campus.

## SNOW DAYS & INCLEMENT WEATHER

MHA student safety is our top 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, will be notified by 5:30 am, and a FACTS SIS Parent Alert (text message and email) will also be sent to all parents informing them of the closure.

Due to limited parking at the school, there are no provisions for inclement weather except for lightening. In the case of lightening, 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.

## 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 COMMUNITY SERVICE

Students in 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 precious been lavished on us through Jesus Christ. Students who have a total of 300 hours will be awarded a service medallion at graduation.

Students are responsible for completing the proper paperwork and turn into the office. Hours are due two weeks before the Academic Awards to be considered for the service award. See *Service Award Criteria* for more information. We will accept hours after the deadline up until the end of finals for the current year to be included on your transcript.

## STUDENT VEHICLES

Any student who drives a vehicle to school must register their vehicle with the office 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 & POLICY

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 system (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

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.

### **MHA DIGITAL DEVICE GUIDELINES**

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.

- 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 and chargers 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.

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 if they are missing for an extended period. Students and families are responsible for reporting the loss to MHA and for any associated replacement or repair costs.

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

Students (6-12) will be asked to sign MHA's technology rules 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. Students will not post personal information about themselves or others. This includes the name, physical description, school or home address, telephone number, birthdate, etc.
8. 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.

### **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.

## **PERSONAL ELECTRONIC DEVICES – Lower & Middle School**

Students in grades PS – 8 may bring their cell phone and smart watch to school but they must be powered off during school hours. Phones must not be visible during class, in the halls, or anywhere on campus during school hours. A teacher may require students to remove their smart watch during testing.

If the rules are broken:

- **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 the student will be required to turn in their phone daily to the designated spot at the beginning of the school day. The phone can be reclaimed at the end of the day. In addition, a parent meeting may be required with administration and the student may be asked to sign a behavior contract. This will continue for the remainder of the semester, after which the offenses will reset.

## **PERSONAL ELECTRONIC DEVICES – Upper School**

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 the student will be required to turn in their phone daily to the designated spot at the beginning of the school day. The phone can be reclaimed at the end of the day. In addition, a parent meeting may be required with administration and the student may be asked to sign a behavior contract. This will continue for the remainder of the semester, after which the offenses will reset.

Parents who need to pick up their student before 2:30 p.m. can call the office, and we will ensure 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. Additionally, parents can email their students, and students can check these emails on their computers.

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.

## **SEARCH OF PERSONAL DEVICES**

Personal device searches may be conducted if there is reasonable suspicion that the device contains material that violates school policies, poses a threat to the safety of individuals, or is involved in any illegal activities. Such searches will be conducted in a respectful and confidential manner, adhering to applicable laws and regulations. The school administration recognizes the importance of balancing individual privacy rights with the overall well-being of the school community.

## **EMAIL ACCESS FOR STUDENTS**

Grades 6-12 are assigned a Mile High Academy email address. Other grade levels may also be assigned an MHA email during the school year as needed to support the class curriculum. 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.



## **CLASSROOM TECH SUPPORT**

Several school-provided services are provided to help support collaboration in the classroom. This may include services such as Microsoft 365 with Microsoft Teams, 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.

## **THIRD-PARTY SERVICES AND ACCOUNTS**

Mile High Academy and its parent organization utilize various third-party services for assessments and learning support. Necessary student data may be shared with these entities to create accounts and process data. This data may include but is not limited to name, email, and grade level. These services may collect basic information such as IP address and device information such as operating system from connected devices. Examples of third-party services include but are not limited to NWEA MAP, Typing Agent, Microsoft, Clever, Adobe, Canva, and Lexia.

As part of the Adventist Education system student data is shared within our organization for data processing and for legal records.

## **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 Digital Device Guidelines.

## **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.

## **GENERATIVE AI GUIDELINES**

Teachers may allow use of AI for academic purposes – these uses may include areas such as helping with ideas or helping students with structure and grammar. Teachers may allow students use of AI for other purposes as well. Teachers will communicate if AI may be used and to what level. Students must assume that AI may not be used unless specified. Students should use the AI resources specified by their teacher.

Generative AI services may not be used to reproduce the likeness of any member of the school (staff or student) either in image, video, voice, or text. Beware that use may also stifle your independent thinking and creativity. Students may not submit any work generated by an AI program as their own.

If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). Any plagiarism or other form of cheating will be dealt with severely under relevant school policies.

- **Integrity and Accuracy:** Always ensure that the information generated by AI tools is accurate and aligns with our CHERISH core values. Verify facts and references provided; make sure to cross-reference with reliable sources before disseminating AI-generated content. Ensure that AI-generated communications are clear and understandable. Avoid overly complex, lengthy, or ambiguous language.

- **Transparency:** Follow your teacher's directions for citing the use of AI. Clearly indicate when content has been generated or significantly assisted by AI tools. Transparency helps maintain trust and accountability.
- **Ethical Use:** Avoid using AI tools to create misleading, deceptive, or false information. AI-generated content should align with our CHERISH core values and the values of the Seventh-day Adventist Church. Use AI tools like DALL-E, DeepFake, and Synthesia responsibly. Ensure that generated images, videos, and audio are used ethically and do not mislead or harm individuals. Ensure content respects copyrights.
- **Privacy and Confidentiality:** Ensure that the use of AI tools complies with data protection laws and the school's policies on privacy and confidentiality. Do not input confidential, sensitive, or non-public information, including but not limited to passwords, certificates, personally identifiable information (PII), protected data, asset names, secrets and tokens. We encourage the use of school-provided AI resources when available, as they offer enhanced privacy and data protection measures.
- **Bias and Fairness:** Be aware of potential biases in AI-generated content. Strive to provide balanced and fair information and avoid perpetuating stereotypes or discriminatory language.

## 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.

## VISITORS

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. Early Childhood 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 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.

## WITHDRAWAL PROCEDURE

When a student withdraws from Mile High Academy, they 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 Administration

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.

# ACADEMIC INFORMATION

## EARLY CHILDHOOD (Preschool and Pre-K)

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

## LOWER SCHOOL (Grades K-5)

### 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 are formally scheduled conferences with the teacher during 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.

### GRADING SYSTEM

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

### 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 are formally scheduled conferences with the teacher during the school year. 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

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

### **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 3.9 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 F's at the quarter. Any major discipline (an out of school suspension or more) will may 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.

- 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.

- Requirements for continuing in the program:
  - The student must demonstrate progress commensurate with his/her ability.
  - Faithful class attendance is required.
- 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.

## **ACADEMIC AWARDS**

Academic Awards will be given out at the end of each year at the Academic Awards event. Awards will be calculated at the end of the 3<sup>rd</sup> quarter.

### **Student Dedication Award – one student per subject**

Recognizes students who have shown exceptional dedication and commitment to their academic studies.

- Positive interacts with the class, teacher, and fellow students
- Asks engaging questions to further understand the content
- Initiates conversations with teachers or fellow students for extra help in content area
- Satisfactory attendance
- Displays a strong work ethic

### **Student Academic Excellence Award – one student per subject**

Recognizes students in performance and achievement of scholastic pursuits.

Criteria for Teachers:

- Student has **high achievement** in required course work and/or gone above regular classroom requirements.
- Student regularly **participates** appropriately, adding positively to the culture, in classroom activities.
- Student is a **leader** in the classroom.
- Student displays **teamwork**, working positively with other students.
- Student's achievement is at or above grade level on **MAPS** testing.

### **Cherish Awards Criteria**

The CHERISH award goes to one upper school student per grade who showcases our CHERISH core values as defined below:

#### **Christ-Centered:**

- Demonstrates a strong commitment to their Christian faith and incorporates it into their daily life and interactions.
- Exhibits empathy, compassion, and kindness towards others, reflecting the teachings and values of Christ.
- Actively engages in spiritual growth and seeks opportunities to deepen their understanding of their faith.

#### **Honor:**

- Upholds a high standard of personal conduct and ethical behavior, demonstrating respect for self and others.
- Displays honesty, fairness, and integrity in all aspects of their academic, personal, and social life.
- Takes responsibility for their actions, acknowledges mistakes, and seeks to make amends when necessary.

#### **Exploration:**

- Displays a curious and open-minded attitude towards learning, embracing new ideas and perspectives.
- Actively seeks out opportunities to broaden their knowledge and skills, both within and beyond the classroom.
- Demonstrates creativity, critical thinking, and a willingness to take intellectual risks.

**Responsibility:**

- Takes ownership of their academic responsibilities and demonstrates a strong work ethic.
- Shows reliability and punctuality in meeting deadlines, attending classes, and participating in group activities.
- Exhibits self-discipline and manages their time effectively to balance academic pursuits and personal obligations.

**Integrity:**

- Acts with honesty and authenticity, consistently aligning their words and actions with their values.
- Maintains confidentiality and respects the privacy of others.
- Refuses to engage in plagiarism, cheating, or any form of academic dishonesty.

**Service:**

- Demonstrates a commitment to serving others, both within the school community and beyond.
- Engages in volunteer activities and actively seeks opportunities to make a positive impact on the lives of others.
- Shows empathy and compassion towards those in need and promotes social justice and equality.

**Heroism:**

- Exhibits courage, bravery, and resilience in the face of challenges and adversity.
- Acts as a positive role model and inspires others through their actions and words.
- Goes above and beyond expectations to make a significant difference in the lives of others, embodying the spirit of a hero.

**Service Award Criteria**

The Service Award is open to all upper school students who have actively participated in community service or volunteer activities. Students must provide documented proof of their service hours. This can include signed verification forms, letters from organizations or supervisors, or any other official documentation that clearly states the number of hours served. Service hours must not include service performed for family members.

To be considered for the Service Award, students must meet the following hour thresholds:

- **Pin Level:** Students must have completed and documented a minimum of 75 service hours within a single school year.
- **Medallion Level:** Students must have accumulated and documented a minimum of 300 service hours throughout their upper school career. This will be awarded to a senior at the Blessing event during graduation.

**Service Activities:**

Eligible service hours must be completed through volunteer work or community service activities that benefit others.

Examples include but are not limited to:

- Assisting in local charitable organizations
- Tutoring or mentoring other students
- Participating in environmental clean-up projects
- Supporting healthcare initiatives
- Volunteering at nursing homes or shelters
- Engaging in fundraising efforts for charitable causes
- Participating in mission trips

**Accountability:**

Students are responsible for accurately tracking and recording their service hours. Service forms can be obtained from the office or MHA website and returned to the school office when completed. Hours are due two weeks before the Academic Awards to be considered for the service award. We will accept hours after the deadline up until the end of finals for the current year to be included on your transcript.

Verification:

Administration will review and verify the submitted documentation. They may contact organizations or supervisors for further confirmation if necessary.

Grandfather criteria starting 2023-2024:

- Senior class of 2024 – 60 (previous requirement) + 75 = 135
- Senior class of 2025 – 40 (previous requirement) + 150 = 190
- Senior class of 2026 – 20 (previous requirement) + 225 = 245
- New students 75/year or 300 cumulative

### **Student Excellence Award**

The Student Excellence Award showcases our CHERISH core values as defined above, this award goes to a senior and handed out during graduation.

This student showcases a high level of academic Excellence as described below:

- Student has high achievement in required course work and/or gone above regular classroom requirements.
- Student regularly participates appropriately, adding positively to the culture, in classroom activities.
- Student is a leader in the classroom.
- Student works positively with other students.
- Student's achievement is at or above grade level on MAPS testing.

This Student also participates in service as described below:

- **Eligibility:** The Service Award is open to all high school students who have actively participated in community service or volunteer activities.
- **Hours Requirement:** To be considered for the Service Award, students must meet the following hour thresholds:
  - **Medallion Level:** Students must have accumulated and documented a minimum of 300 service hours throughout their high school career.
- **Documentation:** Students must provide documented proof of their service hours. This can include signed verification forms, letters from organizations or supervisors, or any other official documentation that clearly states the number of hours served. Must be done outside of family
- **Service Activities:** Eligible service hours must be completed through volunteer work or community service activities that benefit others. Examples include but are not limited to:
  - Assisting in local charitable organizations
  - Tutoring or mentoring other students
  - Participating in environmental clean-up projects
  - Supporting healthcare initiatives
  - Volunteering at nursing homes or shelters
  - Engaging in fundraising efforts for charitable causes
- **Accountability:** Students are responsible for accurately tracking and recording their service hours. They should maintain a log or document that includes the date, duration, and description of each service activity. This record should be signed by the appropriate supervisor or organization representative.
- **Verification:** The school's designated committee or service award coordinator will review and verify the submitted documentation. They may contact organizations or supervisors for further confirmation if necessary.

### **CLASS MEMBERSHIP**

Membership in class organizations is only granted to students making satisfactory progress toward graduation. Each year, one fourth (¼) 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 for 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 in ADVANCE. See registrar for paperwork. 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, and a total of five credits per semester course for will be given for a dual credit class 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 are formally scheduled conferences with the teacher during the school year. 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:

Letter Grade	Percentage	Unweighted GPA	Weighted GPA (Honors, AP, Dual Credit)	
A+	98-100	4.00	5.00	Mastery of the course objectives
A	93-97	4.00	5.00	
A-	90-92	3.67	4.67	
B+	87-89	3.33	4.33	Accomplishment in the course objectives
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)	Competence in the course objectives
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)	Progression in the course objectives without reaching overall competence
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)	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

## **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: Dual credit courses are weighted to reflect the increased difficulty of the courses. However, students must earn a minimum of a B 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**

At Mile High Academy, graduation requirements and diploma policies are carefully outlined:

Students entering Mile High Academy after ninth grade are required to furnish official transcripts from their previous school.

The academy reserves the right to assign courses to students that may have been taken elsewhere if deemed necessary or beneficial for fulfilling our graduation standards. Administration will make determinations regarding the acceptance of courses from previous schools to meet Mile High Academy's graduation requirements.

Mile High Academy's standard practice is to award college prep diplomas. While general diplomas are not typically issued, families may request one in writing, signed by both parents and the student.

Graduation from Mile High Academy signifies the successful completion of at least 220 credits and all other graduation requirements.

Only students meeting this standard or granted special permission may participate in graduation exercises hosted by the academy.

## **COLLEGE PREP DIPLOMA**

<b><u>Subject</u></b>	<b><u>Requirement</u></b>
Service	20 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 or 30 credits if 40 credits of Science is completed
Physical Education	20 credits (one PE class or sport must be taken each year)
Science	40 credits or 30 credits if 40 credits of Math is completed
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**

<b><u>Subject</u></b>	<b><u>Requirement</u></b>
Service	20 hours required for each year in attendance
Bible	40 hours (5 credits per semester in attendance)
Career & 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
Visual & Performing Arts	10 credits
World Languages	20 credits

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

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 D's or F's. Students with a 3.90 grade point average and all A's and B's 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
National Honor Society	

Students who have a total of 300 or more service hours will be awarded a service medallion at graduation.

## **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 core classes each semester, unless approved by administration..

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

## BIBLE

### Philosophy of Bible Department

The primary purpose of the Adventist Encounter Curriculum is for all students at every grade level to have a personal, deep, abiding relationship with God and to respond to His invitation to live out of the overflow of this relationship — to understand the truths of the Bible, to respond to Christ's invitation to live in a lifelong vibrant relationship with Him and be passionate about the salvation of others. As Ellen White shares, "Never has there been a time when man has been so responsible to God as he is at the present hour. Never has there been a time when man's position has been so critical as it is now. All things in nature and in the world at large are charged with intense earnestness."

### Bible 9

Full Year Course

10 Credits

Prerequisites: *None*

An exploration of God's existence, who He is, what He is like, and how we can have a real relationship with Him. God's response to the problem of sin was to send Jesus, the ultimate gift to humankind. Through Jesus' humble birth, His childhood, baptism, temptation, ministry in the Passion Week, and His death and resurrection, we come to see a loving Father who gives all as a result of His love for us. God has chosen to lavish His love upon us through many gifts. Through a deeper understanding of the gift of creation, we can appreciate and defend a creationist worldview. In looking at the Sabbath throughout history, and how God has sought to restore it for His people, we truly come to appreciate this gift. God's gift of grace as seen through Old Testament stories shows us a loving God who forgives in spite of failure. When we view our lives in light of who we truly are (God's sons and daughters), this changes the way we see ourselves and others. These gifts illustrate God's desire to have an intimate and unique relationship with us. Topics include the reality and character of God, God on Earth, creation, the Sabbath, the gifts of grace and identity.

### Bible 10

Full Year Course

10 Credits

Prerequisites: *None*

God has pursued His chosen people throughout history, yet repeatedly they have chosen the world above Him. In the Old Testament stories of Hosea and David, we see the characteristics of individuals who lived their lives after God's own heart. Jesus shared many profound, eternal truths while on this earth. The birth of the early church brought challenges and wonder as the Holy Spirit was poured onto people committed to living after God's own heart. Jesus' followers were empowered with His message, and shared it passionately, despite the consequences. With the Holy Spirit empowering our lives, we too can share God's messages with the world. When we are living after God's own heart, connected to Jesus, our lives, and the ways in which we relate to the world around us change. Our relationship with God will determine things such as: our prayer life, Bible study, how we view God's law, and how we make discerning lifestyle choices. God calls us to live for Him in every aspect of our lives. Topics include Hosea, David, Jesus' Sermon on the Mount, and Acts.

### Bible 11

Full Year Course

10 Credits

Prerequisites: *None*

God's Word, the Bible, is trustworthy and true, and helps us to know Him. God has been personally involved in our earth's history right from the start. Through the prophecies in the book of Daniel, we see how God foretold,

with complete accuracy, what has happened in the past, and can trust Him to lead with confidence, both now and in the future. Through the study of Revelation, we can more completely understand Jesus as our Hero, our Defender, our Deliverer, and the only One worthy to save us. God has revealed with complete accuracy what has happened in the past and what will happen in the final hours of earth's history. We can be reassured that there is nothing to fear as long as we cling to Jesus. As we explore the history of the Adventist church, we can have confidence, knowing that God is in control, and that the Holy Spirit will continue to equip us as we share His messages with the world. We have nothing to fear for the future with Him by our side. Topics include the role of the Bible in Christian history, Daniel, Revelation and the history of the Adventist Church.

## **Bible 12**

Full Year Course

10 Credits

Prerequisites: *None*

Humanity's need to believe in something is captured in the world's religions and other philosophical perspectives. True Christianity is the only religion that offers free salvation. The fundamental beliefs of the Seventh-day Adventist church, as founded on the Bible, are explored as students articulate their personal worldview. Our view of God can be impacted by many things and is largely dependent on our understanding of the Bible, our personal worldview, and our faith. Our worldview will impact how we respond to the tough questions in life, such as how to respond to suffering, one's purpose in life, and various ethical dilemmas. Both the big and the small choices we make each day can honor God through the way we live our lives. There are various aspects of healthy relationships such as understanding one's personal identity, values, communication, anger management, conflict resolution, dating, marriage, and family dynamics. Our earthly relationships are important to God, since the love of Christ compels us to relate to others as He would. The book of John offers episodes of Christ. Each of these episodes can deepen our understanding of the Savior of the world, and our relationship with Him. Topics include World Religions and My Faith, Ethics and Morality, My Relationships, and 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.

### **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.

### **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

Prerequisites: *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.

### **Journalism**

Full Year Course

5 credits

Prerequisites: *None*

Journalism at Mile High Academy provides your student hands-on experience. This course covers everything from investigative tools and techniques, to interviewing skills, journalistic ethics, audio and visual storytelling, and using social media for newsgathering, distribution, and building their own personal journalistic identity. Journalism is where storytellers come together, where students can find their voices by trying hands-on-techniques before going out into the world prepared. Skills provided in our Journalism course ask students to engage their critical thinking skills and bring together content from across areas of interest for real-world application learning.

## **HEALTH**

### **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.

### **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**

One 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 World History (Dual Credit)**

One 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.*

This course is an introductory survey of the world since 1500, focusing on the emergence and globalization of modern western power around the north Atlantic. Students will also practice critically thinking about historical context, interpret primary sources, and consider how the past can be used in service of the present.

## **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.

### **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.

Students must take at least one PE/sport every year they are enrolled at MHA or enroll in the Independent PE class.

### **Independent PE**

One Semester Course

5 credits

Prerequisites: *None*

This course is designed to help students learn, grow, and appreciate a healthy, active lifestyle. Students will be involved in a variety of activities and sports that will emphasize locomotor and non-locomotor skill development, as well as learning to follow instructions, create positive social interactions, and follow safety protocols. Furthermore, our goal is to help a student understand that he or she is God's creation, and through exercise we glorify Him and prepare ourselves for lives of service.

### **Hours Requirement**

5 credits – total 60 hours

1 semester = 18 weeks = 3 hours/week

2 semesters = 36 weeks = 1.5 hours/week

## **Physical Education**

One Semester Course

5 credits

Prerequisites: *None*

This class is designed to give the student a new look at the Christian's involvement in sports and fitness. Students are coached in the fundamentals of individual fitness and team sports such as basketball, floor hockey, football, soccer, softball, track, and volleyball.

## **Varsity and JV Sports**

2.5 credits per sport

Prerequisites: *None*

## **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.

### **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.

### Introduction to Computer Science

One 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.

### Yearbook

Full Year Course

5 credits

Prerequisites: *None*

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.

### Art

One Semester Course

2.5 credits

Prerequisites: *None*

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)

Prerequisites: *None*

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. Students who enroll in band will be expected to remain in the course for the year.

## **Choir**

Full Year Course

5 credits (2.5 per semester)

Prerequisites: *None*

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. Students who enroll in choir will be expected to remain in the course for 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.

### **Spanish I**

Full Year Course

10 credits

Prerequisites: *None*

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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