



# **HARVEST CHRISTIAN ACADEMY**

2011-2012

# **Parent/Student Handbook**

*A ministry of Harvest Bible Chapel*

**Harvest Christian Academy  
Parent/Student Handbook  
Table of Contents**

<b>Section 100 Mission &amp; Purpose</b>	<b>Page</b>
Biblical Mandate	6
Doctrinal Statement	6
Four Pillars	6
Mission Statement	7
Process of Sanctification and Maturity	7
Vision Statement	7
Educational Position Statements	7
Educational Philosophy	7
CARE Model	8
Eight Distinctive Beliefs	9
Non-Discrimination Statement	9
<b>Section 200 General Operations</b>	
Accidents & Insurance	10
Automobile Insurance	10
Accreditations	10
After School Program	10
Building Security	10
Chapel	11
Class-Size Ratios	11
Closed Campus	11
Cold Weather Policy	11
Calendar	11
Child Abuse Reporting	12
Closings/Delays/Inclement Weather	12
Code of Conduct	12
Documentation	13
Elevator Use	13
Emergency Procedures	13
Field Trips	13
Fire and Disaster Drills	13
Food and Drink	13
Health Guidelines	14
Injuries at School	14
Hours (School hours)	14
Library Use	15
Lockers	15
Lost and Found	15
Lunch	15
Parking Area	16
Phone Directory Assistance	16
Pick Up/Drop Off Procedures	16
Re-Admission to the School	16
Re-Enrollment	17
Soliciting	17
Telephone	17

<b>Section 200 (cont'd)</b>	
Threats (Emergency Preparedness)	18
Transportation	18
Transportation to School	18
Student Vehicles	18
Student Driving Concerns	18
<b>Section 300</b>	
<b>Business Operations</b>	
Budgeted Church Funds	19
Fundraising	19
Gifts	20
Plant Maintenance & Safety	20
Student Sales	20
Tuition Policy	20
Payment Options	20
School Fees	20
Installment Payment Plan	20
Refund Policy	21
Membership Rates	21
Withdrawal of Students	21
Withholding of Records	21
<b>Section 400</b>	
<b>Personnel</b>	
Faculty & Staff Qualifications	22
Non-Discriminatory Hiring Policy	22
<b>Section 500</b>	
<b>Students</b>	
Athletic Eligibility	23
Attendance Policies	23
Excused Absence	23
Approval Procedures	24
Partial Day Absence	25
Unexcused Absences	25
Make-Up Work	25
Excessive Absences	26
Homework Request for Absences	26
Tardiness	26
Upper School Procedures	26
High School Absences Partial Days	26
Credit Loss & Grade Retention due to Absences	27
Truancy	27
Birthday Celebrations	27
Books	27
Closed Lunches	28
Confidentiality of Student Records	28
Dating Policy	28
Detention	28
Discipline (Lower School)	28
Lines of Authority	28
Disciplinary Methods	29

Discipline (Upper School)	31
<b>Section 500 (cont'd)</b>	
Miscellaneous Discipline	33
Attitudinal Behavior	33
Dress Code	34
Lower School	34
Middle School	36
High School	37
Physical Education	39
Miscellaneous	39
Leaving School	39
Prohibited Items	39
Skateboards & Roller Blades	40
Cell Phones	40
Student Valuables	40
Permanent Student Records	40
Examination of Student Records	40
Transportation	41
Transportation to School	41
Student Vehicles	41
Student Driving Concerns	41
Visitors	42
Student Visitors	42
Parent Visitors	42
<b>Section 600</b>	
<b>Instruction</b>	
Academic Probation	43
Academic Support	43
Classroom Policies	44
Class work	44
Homework	44
Cheating	45
Make-Up Policies	45
Tests	45
Conferences	46
Distinguished Scholar	46
Drop/Add for High School Classes	46
Field Trips	47
Grading Scale	47
Guidance and Counselor Service	48
Course Scheduling	48
Standardized Testing	48
College Financial Aid	48
College Scholarships	49
Career Counseling	49
Mark of Excellence	49
Promotion Policy	49
Lower School	49
Middle School	50
High School	50
High School Exams	50
Graduation & Course Requirements	51

Reporting of Academic Progress	51
<b>Section 600 (cont'd)</b>	
Report Cards	51
Progress Reports	52
Parent-Teacher Conferences	52
Retaking High School Courses	53
Retaking a Passed Course	53
Retaking a Failed Course	53
Summer School	53
Supplies (School Supplies)	53
Suspension	54
Technology	54
Testing	54
Textbooks	54
Valedictorian & Salutatorian	55
<b>Section 700</b>	
<b>Community Relations</b>	
Address Lists	56
Change of Address/Phone Numbers	56
Communication with School Personnel	56
Church Attendance	56
Parent Involvement	57
PTF	57
Parent Volunteers	57
Parent-Teacher Fellowship	57
Visitors	57
Student Visitors	58
Parent Visits	58

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 100  
MISSION & PURPOSE**

**BIBLICAL MANDATE**

“Let the Word of Christ dwell in you richly, teaching and admonishing one another in all wisdom...” Colossians 3:16a ESV

**DOCTRINAL STATEMENT**

**Bible:** We believe the Bible to be the complete word of God, that the sixty-six books, originally written, comprising the Old and New Testaments were verbally inspired by the Holy Spirit of God and were entirely free from error.

**God:** We believe in one God, Creator of all things, infinitely perfect in all His attributes and eternally existing in three equal persons, the Father, the Son and the Holy Spirit.

**Christ:** We believe in the absolute and essential deity of Jesus Christ who, in becoming man, did not cease to be God. He eternally existed with the Father and agreed to become a man, die on the cross, and rise bodily from the grave to satisfy the demands of His Holy Father.

**The Holy Spirit:** We believe in the absolute deity of the Holy Spirit. The ministry of the Holy Spirit is to exalt the Lord Jesus Christ in the world.

**Satan:** We believe in the existence of Satan as the originator of sin and the archenemy of God. As a spirit being, he leads his demonic forces in continual attack upon the people and purposes of God.

**Salvation:** We believe that salvation takes place when the sovereign election of God and the obedient response of man come together. The Holy Spirit opens the heart of an individual with the word of God. They see their total helplessness before God apart from the work of Christ and turn to God in repentance and faith.

**The Church:** The true church is composed of all who through faith in Christ have become children of God. The true church is manifested in specific locations called local churches. The local church exists for the purpose of glorifying God through the fulfillment of the Great Commission.

**FOUR PILLARS**

Since Harvest was founded in 1988 we have rested on four key Pillars of Faith:

Pillar One: Proclaiming the authority of God's Word without apology

Pillar Two: Lifting high the name of Jesus Christ in worship

Pillar Three: Believing firmly in the power of prayer

Pillar Four: Sharing the gospel of Jesus Christ with boldness

## **MISSION STATEMENT**

The focus of the ministry at Harvest Bible Chapel is to glorify God through the fulfillment of the Great Commission ([Matthew 28:19-20](#)).

## **PROCESS OF SANCTIFICATION & MATURITY**

Mature disciples worship Christ, walk with Christ, and work for Christ. A person committed to a relationship with Christ focuses on personally walking with Him, worshipping Him, and working for Him. That person will experience significant growth in personal sanctification and therefore will experience a closer personal relationship with the Lord Jesus Christ and will become "mature in Christ" ([Colossians 1:28](#)).

## **VISION STATEMENT**

- to provide students with Biblical training in the context of academic excellence

## **EDUCATIONAL POSITION STATEMENTS**

The following statements identify the school's basic educational philosophies. It is critical that all faculty and staff members fully embrace and incorporate these factors into their teaching and relationships with students.

### *EDUCATIONAL PHILOSOPHY*

HCA bases its philosophy of education on the following basic components:

Immersion in God's Word--Believing that the Bible is the final authority on all matters of life and learning, HCA is committed to a daily curriculum of Bible instruction. The focus of Christian education is to immerse students in a developmental appropriate study of God's Word as the basis for approaching all other academic disciplines. The goal of Bible instruction is the accurate interpretation and faithful application of scriptures to the life of each student.

Infusion of God's Wisdom--A second key element in HCA's philosophy of education deals with the starting point of God's wisdom in the overall approach to learning. The basis of this model is found in the book of Proverbs' reference to three key words in the learning process; wisdom, understanding, and knowledge (Proverbs 24:3-4, "*By wisdom a house is built and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches.*"), (also see Proverbs 3:19). The secularization of these terms has reversed the Biblical intent of their order and priority. From a human viewpoint, wisdom is viewed as a result of gaining more of man's knowledge and his process of understanding. *This is a system based on theory.* HCA approaches wisdom from God's Word, not as the result of a learning theory, but as the starting point of all truth. God's wisdom must be the arbiter and organizer of all knowledge and learning. The goal is to understand whatever principle or counsel God's Word offers on any particular subject. *It is a system built on truth.* This approach in no way undermines or decreases the school's commitment to scholarship or intellectual pursuit. In fact, it enriches and enhances the importance of a program of academic excellence. God's wisdom provides a platform for the pursuit of knowledge, and brings it to a higher and more complete level of understanding. If anything,

approaching knowledge from God's viewpoint demands the very best in scholarly pursuits.

The Integration of Faith in Learning--Secular education places "religion" and the Bible into a compartment and treats it as irrelevant to all other academic disciplines and thought. In contrast, Christian education involves the commitment to both the person of Jesus Christ and the authority of the Bible as having a profound effect on all knowledge and academic disciplines. Within Christian schools, this view of scripture and knowledge is known as Biblical integration. Simply defined, *integration is the blending of faith and knowledge with the goal of producing a Biblical worldview.*

HCA views integration as a natural outcome of the school's commitment to the authority of the Word of God and the wisdom of Biblical principles. Under the careful eye of the Christian teacher, God's Word is integrated into every subject matter, much as a weaver creates a tapestry. The threads of scripture are vital to the true representation of any given subject. Strands are naturally woven into each lesson as appropriate, providing it with a distinct look, feel, and Biblical signature. HCA commits itself to the philosophy of Biblical integration as a major component of its educational theory.

#### *THE CARE MODEL*

As a quality, caring, and distinctively Christian school, it is expected that all HCA faculty and staff members demonstrate the following core values in every aspect of their overall service.

Christ Centered~ Every educational system must have a central focus that serves as the primary influence for learning. For secular schools, it is the philosophy of humanism with its reliance on man's thoughts and perspectives that serves as the authority for all learning. For a Christian educational community, the foundation for learning must be the centrality of Christ and the final authority of His Word. This belief results in the quest for the development of Christ-likeness within students and the goal of honoring Christ in all aspects of the school program. *As such, HCA is committed to the preeminence of Christ and His Word as the governing influence in all matters of decision-making, curriculum, and the school's overall approach to education. Christ will be honored in all (Colossians 1:17-18).*

Academically Minded~ School, by definition, requires a focus on the development of the mind through the study of academic disciplines. However, this challenge should not be viewed as a threat to compromise the Christian faith, but rather as an opportunity for spiritual growth. Christian education need not fear knowledge, but rather accept the challenge of submitting knowledge to a Biblical worldview. What we discover through scholarly inquiry into created order will not conflict with what God provides through the specific revelation of His Word. *HCA*

*embraces the importance of a strong academic program as an opportunity for the integration of faith and learning (Colossians 3:16a).*

**Relationally Focused**~ In that God chose a relationship through His Son, to communicate His truth and love for mankind, so a school must recognize the importance of a strong relationship-based program to communicate with and embrace its students. School is more than an institution of learning; it is a subculture of relationships that have immense influence. Realizing this, Christian education must commit itself to developing programs of discipleship and mentoring between teacher and student as well as providing instruction and Biblical expectations for healthy models among student peer groups. *HCA is committed to developing a context for appropriate relationships with students in areas of the Christian faith, academic pursuits and extracurricular activities (Colossians 3:12-14).*

**Excellence Driven**~ There is no substitute for excellence when it comes to an educational system that identifies itself with the name of Christ. The pursuit of excellence for the glory of God is a prime qualifier in the design and implementation of an overall school program. Excellence knows no boundaries or limitations. It is accomplished by the desire to do the very best with whatever Christ has provided, and should be applied to every aspect of school life. *HCA commits itself to a mindset of excellence through the entirety of its school program (Colossians 3:23).*

#### ***EIGHT DISTINCTIVE BELIEFS***

Staff members are reminded of the core beliefs of the school and the priority that they will have on the school program.

1. An unswerving commitment to the Bible as the final authority in all matters of school life.
2. A commitment to thorough and purposeful integration of Biblical principles in the teaching of all academic disciplines.
3. A formalized program of teacher-to-student discipleship, mentorship, and prayer support.
4. A commitment to excellence measured by pre-determined benchmarks.
5. A commitment to the development of quality educational facilities.
6. An instructional staff characterized by the expression of strong Christian character and testimony, a genuine care for students, and credible educational experience and credentials.
7. An intentional and mandated program of Christian outreach and service within the local community and beyond.
8. Recognition of the authority of the local church in all matters of training children.

#### **NON-DISCRIMINATING HIRING POLICY**

Persons hired will be those whose beliefs are consistent with the Declaration of Faith of HBC and HCA, and who are the most qualified for the position without regard to race, gender, age, or national origin.

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 200  
GENERAL OPERATIONS**

**ACCIDENTS AND INSURANCE**

Teachers or supervisors are required to report all accidents to the school office immediately. If the injured student is in need of medical attention, parents will be notified as soon as possible. If the accident is not of a serious nature, first aid will be given on school grounds. HCA employs a registered nurse who is available for consultation.

**AUTOMOBILE INSURANCE**

It is very important that a parent/driver check his personal automobile insurance policy to be sure that he and his car are adequately covered in the event of any accident while driving on a school field trip or while bringing students to and from school each day (or at any time). The school policy does not cover the parent/driver or his vehicle. Please check your coverage and be sure you are adequately covered. In the case of an accident, the driver's own personal insurance would be involved.

Student drivers must register vehicle in the Upper School office before the first day of driving/parking the vehicle in the parking garage. Please display to the parking tag from the car's rearview mirror at all times, and park on the lower level of the parking garage at a specially marked area.

**ACCREDITATIONS/ APPROVALS**

Harvest Christian Academy is presently a member of Association of Christian Schools International (ACSI). HCA is accredited by ACSI and North Central Association (NCA) in grades six through twelve and is an approved school by the state of Illinois in grades K-12.

**AFTER-SCHOOL PROGRAMS**

Students in grades K-8 will be referred to the after-school program when parents arrive after 3:15 pm for pick up. The daily charge for this service will be added to the student's account.

Lower school students who regularly attend the after school program will be guided to and from the location by school staff. During after-school programming, sufficient time will be allowed for unstructured play, a snack (brought from home), homework time, and for structured play. Parents may pick students up at any time during the after-school period (3:20 pm – 6:00 pm)

**BUILDING SECURITY**

Due to the design and multiple uses of the buildings, an entrance and overall building security system is utilized for both church and school use. Although this may add a level of additional inconvenience at times, parents are asked to understand that it is designed for the safety of their children. Security guidelines will be revised as needed.

## **CHAPEL**

Chapel is scheduled weekly. There is no specific dress requirement for chapel services other than the regular dress code. Chapel services may feature a "sword drill" (quick Bible reference) for Lower School, corporate worship and prayer, and a message by pastors, guest speakers, teachers, or administrators.

## **CLASS-SIZE RATIOS**

For Pre-school, class sizes are targeted at: 10:1.

If a class exceeds 10, a classroom assistant may be added to the class until the class is at 15 members. If possible, another class will be formed to accommodate families.

For Lower School Primary classes (Grades K - 2), class sizes are targeted at 20:1. Classes exceeding the 20:1 ratio may be assigned a Teacher's Assistant.

For Lower School Intermediate and Middle School classes (Grades 3-8), class sizes are targeted at 25:1

Classes such as band, chorus, or PE may exceed these ratios.

## **CLOSED CAMPUS**

HCA is considered a closed campus and as such will not allow students to come and go on their own. If a student needs to leave school during the day, his/her parents or other adults identified on the emergency card must accompany the student. Students should plan to have lunch at school each day. Visitors will be admitted on a monitored basis through the school office only.

## **COLD WEATHER POLICY**

Students will need to dress appropriately for the weather. Recess for Lower School students will be conducted according to these guidelines: Students in recess will be supervised by staff members.

### *Rainy days*

Recess will be held indoors.

### *Cold weather*

Wind chill or temperature below 15° children will remain indoors.

Children should be appropriately outfitted for snow play on days when wind chill is not below 15°. Boots, hats, and gloves or mittens are required for snow play. Children who are not prepared for snow play will be required to stay in designated areas.

## **CALENDAR**

An annual calendar is published each spring for the next school year. Parents may refer to the school's website at [harvestchristianacademy.org](http://harvestchristianacademy.org) or go to the school office for a complete calendar of events.

## **CHILD ABUSE REPORTING REQUIREMENTS**

In accord with state law and school policy, the school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not generally contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CLOSINGS/DELAYS/INCLEMENT WEATHER**

In the event of severe weather requiring school closing, the school office will activate a telephone tree and will post the closing on the school web-site at [www.harvestchristianacademy.org](http://www.harvestchristianacademy.org). Parents may also obtain information from area television stations CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable or listen to WGN Radio 720 AM, WBBM Radio 780 AM for closing information. Parents may also visit the Emergency Closing Center website at [www.emergencyclosings.com](http://www.emergencyclosings.com) for up to date information regarding all school closings. Every effort will be made to provide early notification of school closing so that carpools can proceed safely.

In the event of severe weather when school is open, no attendance penalty will be assessed if parents choose to keep their children at home.

## **CODE OF CONDUCT**

Harvest Christian Academy asks that all adults behave in a manner that supports the school's Christian environment. The school strives to make the HCA environment a healthy place where children can learn, grow, and develop Christian character. To achieve this goal, the principal, staff members, and parents are asked to set a model of Christian behavior in both word and deed. Expectations and good modeling include, but are not limited to the following:

1. Follow all safety procedures, including seatbelt law observation if transporting students.
2. Handle all confrontational issues appropriately.
3. Hold to confidentiality standards, when appropriate.
4. Lift each other up in prayer.
5. Encourage and love one another.
6. Good sportsmanship on the team with respect for referees, coaches and players.
7. School directories and phone lists are not to be released to anyone outside the school family or used for solicitation purposes.
8. Support positive choices for our students by refraining from smoking or use of cursing on the school grounds or at school sponsored events.

## **DOCUMENTATION**

All students are required to have a current immunization record (or religious objection letter), a copy of their birth certificate, and any previous school records (for transfer students). Students who have court orders (adoption, foster care, divorce custody arrangements) governing their guardianship should also have a copy of the court order on file with the school for security purposes only.

## **ELEVATOR USE**

Elevator use will be restricted to adults only. An adult may monitor students with disabilities requiring elevator use for accessibility.

## **EMERGENCY PROCEDURES**

A school safety plan is in place which enables the school to respond quickly and appropriately to assorted safety threats. The students and faculty practice these appropriate measures through all-school drills.

## **FIELD TRIPS**

Activities and field trips are encouraged because they offer students an opportunity to gain hands-on experiences, which will aid them in the assimilation of material taught in the regular classroom. Parental permission in advance of the trip is necessary for all students.

Parents will be notified in advance if students will be taken off campus due to any off-campus activity. A copy of the field trip permission form is found in Appendix.

## **FIRE AND DISASTER DRILLS**

Fire and disaster drills will be conducted periodically as appropriate. Students will be expected to follow instructions promptly and cooperate fully. A full Crisis Management plan is in effect and is on file in the school office. This plan is kept confidential so as to protect students from breaches of security or intrusions on the school day. HCA will fully cooperate with the emergency services available through the local municipalities.

## **FOOD AND DRINK**

Parents are encouraged to have students enjoy healthy lunches and snacks while they are at school. Snack time organized by the school but provided by parents will feature nutritious items. It is the parent's responsibility to advise the school office and their child's individual teacher about food allergies. A peanut-free cafeteria table will be provided for students requiring an environment free of nut products and oils. All students may enjoy this area, but must have lunches free nut products and oils. Parents are also responsible to provide clear instruction guidelines and expectations for their child with food allergies regarding the dangers of eating any other foods generally offered during the school day through the lunch programs or other students.

Canned or bottled soda pop is not an acceptable alternative for school lunches. Soda pop will not be sold to students at school and students should not bring soda for consumption at school.

## **HEALTH GUIDELINES**

Parents are encouraged to use discretion when returning a child to school after an illness. The child must have been fever free for 24 hours before it is safe to return to school. Children who are taking antibiotics for illness should have been receiving the medication for a full 24-hour cycle before returning to school. Students who are vomiting and/or have diarrhea should be nurtured at home. They will be welcomed back to school when they are well.

Parents should notify the school office in the event of a contagious disease (i.e., Fifth's Disease, Chicken Pox, Strep Throat, or lice) so that other families can be notified of the possibility of exposure.

Parents of students who have chronic illnesses (i.e., diabetes, asthma, bee sting allergies, migraines, food allergies, seizures, etc.) are responsible to notify the school office and the individual classroom teacher regarding the condition of their child. Parents will be required to fill out a Health Care plan with their physician and provide it to the school office so that emergency orders and procedures can be in place.

All students are required to have a current emergency card on file in the office. Parents will be asked at each parent conference for updated information.

## **INJURIES AT SCHOOL**

If a student is injured at school, an incident report will be completed. The child will be cared for by the person best able to administer care at the time of need. When the nurse is the best choice, she will attend to care and notify parents. When emergency services are needed, a call to 911 will be placed before calling the parent. If transported to a hospital, a school employee will accompany the child until they are reunited to parents.

A copy of the incident report will be mailed to parents on request.

## **HOURS (SCHOOL HOURS)**

### *Lower School*

8:00 am until 3:00 pm

### *Middle School*

8:00 am until 3:00 pm

Lower and Middle School students will be allowed into their classrooms at 7:45 am to prepare for the day. There will be a tardy bell at 8:00 am, at which time all students should be seated and ready for the day to begin.

### *High School*

7:50 am until 2:55 pm

High school students will be allowed into their classrooms at 7:40 am to prepare for the day. There will be a tardy bell at 7:50 am, at which time all students should be seated and ready for the day to begin.

After-school care is available between 3:30 pm and 6:00 pm. Students remaining after 3:15 pm will be referred to after-school care. Charges for this service will be applied to the student's account. Please note that after-school care is available only to Lower School students in the kindergarten through fifth grades.

### **LIBRARY USE**

The library is designed so that students will be allowed to check out two books per week during their classroom visits. With the exception of research, students will not be allowed to check out books until they have returned books checked out, or have paid for lost or damaged books. Late fees for books not returned will be assessed after a two-week grace period. Late fees will be added to the students' accounts: \$.20 per day. It is appropriate for parents to have students work to earn late fees as responsibility is encouraged. Lost or damaged books will be billed at replacement cost.

Internet and computer use at HCA is a privilege. The Internet Use agreement for Upper School students is featured in the student information packet and will require a signature before student privileges are granted. Abuse of the Internet or computer usage agreement policies will result in removal of the privilege. Disciplinary action will result if chronic abuse is observed.

### **LOCKERS**

Students will be loaned the use of a locker for personal storage of outerwear and books while they are at school. Lockers do feature locks. They are to be emptied and cleaned at least quarterly. Students are expected to keep their lockers in good repair, without applying stickers or writing on them. Lockers are subject to search by teachers or school administration at any time. When searches occur, items found that are not appropriate for school will be stored in the school office until parents are available to pick them up. If illegal items (drugs, guns, knives, fireworks, cigarettes) should be discovered in the lockers, they will be seized and the student will be brought to the administration for conference and consequences. Parents will be notified immediately if such a discovery is made.

Middle and High School students may also wish to use locks for their physical education lockers. Students desiring to use locks in the locker room should procure these through their physical education teacher. A rental fee of \$5 will be refunded when the lock is returned at the end of the school year.

### **LOST AND FOUND**

A Lost and Found area will be located near the 2<sup>nd</sup> floor reception desk. Items not claimed after one quarter will be donated to charity after several notifications are sent via the *Academy News*.

### **LUNCH**

Each Lower School class will be assigned a lunch period with recess either preceding or following the lunch period. Parents are welcome to join students at lunchtime and attend recess when possible. Students are welcome to bring their lunches from home or to

purchase a hot lunch from the cafeteria. A limited menu will be featured for students on a daily basis. In addition, milk and water will be available for purchase daily. Menus will be published on a monthly schedule and posted on the web. The CAFÉ Pass program is being utilized at the Elgin campus where parents prepay for all lunch and beverage purchases.

A “nut-restricted” table will be designated for students who need to eat in a nut-reduced environment. All students will be allowed to enjoy this area, so long as their lunches are restricted from nuts and nut oils. Foods prepared in the cafeteria kitchen area are not guaranteed to have been prepared in the absence of nuts or nut oils, therefore parents are advised to provide lunches which conform to their child’s need when food allergies are present.

In an effort to keep the schoolrooms and hallways neat and clean, students are expected to eat in assigned areas only. Occasionally, with teacher supervision, exceptions to this expectation may be allowed.

HCA has a “closed” lunchroom; that is, students are not routinely permitted to go off campus for lunch. Visitors to the lunchroom are limited to parents, grandparents, immediate family and pastors. All visitors must check into the school office.

### **PARKING AREA**

Please abide by any posted safety, speed limits and handicapped signs. Students who drive to HCA are to park in the designated areas in the lower parking garage.

### **PHONE DIRECTORY ASSISTANCE**

Each school has a general school phone number which will connect to the main school office. In addition, the following extensions can be used for direct access to specific personnel or in regard to general departments:

Elgin School Office:	847-214-3500
Elgin Preschool Office:	847-214-3500 extension 3509
Billing Inquiries:	847-214-3500 extension 3508

A staff phone directory is published each fall and added to the school website for parent convenience.

### **PICK UP AND DROP OFF PROCEDURES**

Pick up and drop off procedures will be provided from the school office. An HCA staff member will be monitoring the entrance so that students get to the appropriate classes.

### **RE-ADMISSION**

Any student who has been dismissed from Harvest Christian Academy and desires re-admission may, with his parents, request a meeting with the administration for that purpose. Since dismissal comes after a serious infraction of the rules of the school, steps taken to return will not be easy. Students dismissed from HCA may apply for re-

admission no earlier than one full semester after dismissal. However, the administration is always interested in the student and will do all it can to see to it that repentance and restoration become a reality, which is the spirit of the Scriptures, (I Corinthians 5:1-13, II Corinthians 2:1-11; and Galatians 6:1-10).

Re-admission rests squarely on the dismissed student and his/her demonstrated repentance, submission to the counsel of his/her pastor, willingness to follow the recommendations of the administration, and his/her overall attitude about spiritual matters. Re-admission, if accepted by the Academy, will be granted only on a probationary basis.

### **RE-ENROLLMENT**

Parents of returning students are asked to submit a re-enrollment form each January. A non-refundable fee is required. Accounts must be current before re-enrollment will be accepted. If a student is in serious academic or disciplinary trouble, he/she may be registered for the following year only after special consultation with the administration. The Academy reserves the right, within its sole discretion, to refuse re-enrollment of a student that does not meet the school's spiritual, academic, social, and behavioral expectations.

If the school has not received the registration fee by the official date, the school assumes that the parent has decided not to re-enroll the student for the next year and that student's seat is offered to the first eligible applicant.

No student may begin a new school year with outstanding tuition from previous year(s).

### **SOLICITING**

Students, parents, and faculty members are not to sell items of any kind to other students or staff members without administrative approval. HCA families should be sensitive to other families by not using the Parent Directory for solicitation purposes.

### **TELEPHONE**

Students will be allowed to use the school office telephone for emergencies only. Forgotten assignments or books may seem like emergencies, but will not constitute occasion for phone use. Parents are discouraged from "rescuing" students from consequences stemming from irresponsible decisions. Students who forget lunches will be served in the cafeteria and the charges will be applied to the students' accounts.

The school telephone will not be used for arranging of last-minute play dates.

Students are not allowed to use cellular telephones during the school day or during school field trips. An allowance for cellular phones will be made for safety purposes only, in the event of after-school activities. Cell phones must be put away or confiscated by a faculty/staff member.

## **THREATS (EMERGENCY PREPAREDNESS)**

Given the current state of heightened security existing in our nation and culture, it is critical that the school closely articulate a policy of “non-tolerance” for any threat or bullying made against another student, a staff member, or the facility. Threatening or bullying another student will be reviewed on an individual basis and disciplinary action can range from a parent conference to school discipline, suspension, or expulsion. Threats against the general well-being and safety of other students or staff or against the building will be dealt with to the full extent of the reporting process to the local police. Additionally, school action will be taken resulting in probable expulsion.

## **TRANSPORTATION**

### *TRANSPORTATION TO SCHOOL*

Parents will assume responsibility for providing student transportation. HCA does not provide busing or any other form of transportation. However, we do provide car pool lists to assist parents in organizing transportation.

### *STUDENT VEHICLES*

High School students will be permitted to drive to school. Any student driving to school must register with the office and display their parking decal in their cars when parking on school grounds. Students must park in the designated student parking area in the lower area of the parking garage. Students should leave their cars locked and enter the school building immediately upon arriving at school. There is to be no loitering in the parking areas at any time. Sitting in cars during the school day is not permitted.

Please obey all posted safety signs. Exceeding the posted speed limit will be considered reckless operation of a vehicle. Repeat offenders will lose the privilege of parking at school.

Students going to and from school need to have permission from their parents in order to ride with someone other than their regular transportation. The driver needs permission as well to transport students other than his own family members. A note or phone call from the parents will serve as permission.

Failure to comply with any of the above rules or improper conduct, such as speeding, reckless driving, etc., on the way to or from school will be sufficient grounds for revocation of the privilege to drive to school.

### *STUDENT DRIVING CONCERNS*

1. A general warning will be given to students informing them of the following policy at the beginning of each school year.
2. In case of an infraction one written warning will be issued to the student driver. A parental signature will also be required.
3. A second infraction will result in a one-week revocation of driving privileges.
4. A third infraction will result in a revocation of driving privileges for the rest of the school year.

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 300  
BUSINESS OPERATIONS**

**BUDGETED CHURCH FUNDS**

Harvest Bible Chapel financially supports Harvest Christian Academy by annually designating funds toward the general operating budget.

**FUNDRAISING**

Each school year, specific HCA groups may conduct fundraising activities.

Each fundraising activity must have a specific goal that will directly benefit the student (class trips, uniforms, instruments, stage lighting, etc.). It cannot be used to lower tuition or to pay normal school expenses, except for funds from the annual fund-raising banquet.

All fundraising activities must be approved by the administration.

All students and parents who participate will be cautioned to take a “low-key” approach, especially in their local church.

The number of fundraising activities vary according to group:

- High school classes may participate in one fundraising activity each year for their class account with the exception made for the senior class who may conduct up to three fundraising events per year.
  - a. Individual Projects are for the express purpose of raising funds toward the senior event. When feasible, earnings of each student will be “banked” into the student’s individual account. The money “banked” will be applied to the student cost of senior events.
  - b. Class Projects are for the express purpose of raising funds for class activities and the senior event. The class advisors and officers will set a minimum contribution for each student; anything above that minimum will be credited to the student’s individual account. If a student does not participate in the fundraiser or does not reach the minimum amount, he/she will be expected to contribute the balance required to meet the stated minimum.

At least one faculty sponsor must be present at all times for every fund raising event. Senior class gifts may be made to the school after consultation with the administration. All senior class accounts must be settled and decisions made regarding excess fund before the final day of the seniors’ academic year. All monies not specifically designated will be allocated to the Academy’s general scholarship fund.

## **GIFTS**

Tax-deductible gifts may be given to the Academy and designated toward pre-approved project funds that are determined annually by school leadership and the Elder Board. 'In-kind' designated gifts must be approved for receipt by administration.

## **PLANT MAINTENANCE AND SAFETY**

All facilities here at HCA have been provided by the Lord Jesus Christ and through His people and are to be treated as such. HCA abides by all federal, state and local building, fire, and health statutes.

Due to the design and multiple uses of the building, an entrance and overall building security system is utilized for both church and school use. Although this may add a level of inconvenience at times, parents are asked to understand that it is designed for the safety of their children.

## **STUDENT SALES**

Students are not permitted to conduct personal sales of any items (candy, baseball cards, etc.) to our student body. Personal fundraising sales for church ministries and missionary trips are not permitted if they involve the sale of an item on school property. HCA restricts this because of excess money being at school, the problem of inventory storage, and the pressure of being solicited.

## **TUITION POLICY**

### *PAYMENT OPTIONS*

Three payment options are available:

- a. Full annual payment by August 1.
- b. Semi-annual payment by August 1 and January 1.
- c. Installment payment plan.

### *SCHOOL FEES*

- a. An application fee is payable at the time that application is made
- b. An enrollment fee is payable at time of enrollment
- c. An activity fee may be assessed at specific grades

### *INSTALLMENT PAYMENT PLAN – 10, 11, or 12 month payment plan*

- a. Families are responsible to send one-tenth, or one-eleventh, or one-twelfth of the annual tuition charge beginning August 1. All families who opt for the installment payment plan are required to enroll online with the FACTS payment plan for each school year. The methods of tuition are:
  - Automatic Bank Payments (ACH) – through FACTS, you will authorize automatic bank withdrawals directly from your bank account (checking or savings account): or
  - Automatic Credit Card Payments—through FACTS, you will authorize automatic, monthly payments to your credit card (MasterCard, AMEX or Discover).
- b. Payments received on or after the 10<sup>th</sup> of each month are considered late and will be assessed a \$25.00 late fee. Additionally, there will be a \$25.00 fee charged for each occurrence of NSF checks.
- c. Delinquent policy – Due to the school's dependency on tuition revenue for operational costs, tuition must be current. Delinquencies exceeding 30 days require a consultation with the business office and partial payment. Any delinquency exceeding 60 days will result in the student's dismissal from class until payment has been received.

- d. Financial Aid – Financial aid may or may not be available depending on resources. Families are encouraged to contact the Admissions Office for details.

#### **REFUND POLICY**

The following policies apply to the refund of tuition, or fees, related to a student's withdrawal during the school year.

- a. Any student withdrawal at HCA requires the signature of the parent/guardian on a Student Withdrawal form, which may be produced at the school office.
- b. School Fees – Application and Enrollment fees are non-refundable. Students who are withdrawn will not have the enrollment fee applied to past due accounts or to another student's account.
- c. Release of Records – Records and transcripts will only be forwarded to another school for students whose accounts are fully paid.

#### **HBC MEMBERSHIP RATE**

In order to receive a membership discount at Harvest Christian Academy:

- a. Membership is granted upon completion in the following Harvest Bible Chapel membership classes/events:
  - Party with the Pastors
  - Membership@Harvest
  - Membership interview
- b. In order to retain the discount, the parent must remain a member in good standing at Harvest Bible Chapel.
  - Members commit to attending services weekly,
  - Joining a small group
  - Engaging in regular service at Harvest.
  - In November, March and July, Harvest Bible Chapel will examine the list of parents (provided by HCA) receiving the membership discount.

#### **WITHDRAWAL OF STUDENTS FROM SCHOOL**

If at any time during the school year, the parent finds it necessary to voluntarily withdraw a student from HCA, regardless of the reason, he/she should notify the office as quickly as possible, as to date, etc., so records may be accumulated and arrangements made in the classroom for the student's leaving. In order to officially withdraw a student, the parent must complete and sign a student withdrawal form, which may be procured from the office. In the case of expulsion (involuntary withdrawal) no refund will be given.

Accounts must be current before transcripts and records are sent to another school.

#### **WITHHOLDING OF REPORTS CARDS & RECORDS**

Report cards and academic records will be withheld under certain circumstances. Situations that may result in this action are as follows:

- Report cards will be withheld for students whose fee and tuition accounts are not current.
- Report cards will be withheld and records held until all accounts are paid in full including replacement costs of texts showing excessive wear and tear or texts that are severely damaged.
- Report cards may also be withheld at the end of the semester when library books are not returned.
- Report cards will be released when arrangements have been made to bring all accounts current and/or library books returned.

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 400  
PERSONNEL**

**FACULTY AND STAFF QUALIFICATIONS**

Faculty and Staff are carefully screened by the Principal and the Executive Director.

Each faculty member will:

1. Show evidence of his/her Christian testimony and demonstrate maturity in his/her Christian walk.
2. Show evidence of licensure, pending licensure in Illinois, or equivalent educational credentials for subject-related assignments.
3. Show expertise in teaching methods and learning strategies.
4. Show evidence of maturity in working on teams.
5. Be screened by the Illinois State Police criminal background check process.
6. Be a member or in process of becoming a member of Harvest Bible Chapel.

Faculty members will meet the highest standards for their ability to nurture and disciple students.

Each staff member will:

1. Show evidence of his/her Christian testimony and demonstrate maturity in his/her Christian walk.
2. Demonstrate appropriate qualifications and credentials for assigned duties.
3. Be screened by the Illinois State Police criminal background check process.
4. Show maturity of judgment when working with children.
5. Show evidence of working successfully on teams.

**NON-DISCRIMINATORY HIRING POLICY**

It is the policy of this school that HCA hire qualified personnel of any race, color and national and ethnic origin. No person shall, on grounds of race, color, gender, national origin, or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of Harvest Christian Academy.

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 500  
STUDENTS**

**ATHLETIC ELIGIBILITY**

HCA is a member of the Illinois High School Association (IHSA). However, the eligibility guidelines may exceed those of the IHSA.

A student athlete in grade 6-12 participating in interscholastic athletics (also includes scholastic bowl, cheerleading, etc.) is subject to the following IHSA regulations:

- A student must be taking a minimum of six classes per semester in order to be eligible for an extra-curricular activity.
- A student/athlete may not have more than 2 points each week for their cumulative semester grade (an “F” is 2 points and a “D” is 1 point). The student/athlete will be considered ineligible if his cumulative semester grades equal 3 points or more in a week.
- A student athlete with an IEP on file will be ineligible at four points.
- Eligibility will be checked weekly. The Athletic Director is responsible for checking the academic eligibility of each student/athlete. The Athletic Director will also monitor the progress of ineligible student/athletes as they attempt to regain eligible status.
- In the event a student/athlete is ineligible, he will not be allowed to participate in games, nor miss class to travel with the team. The duration of the ineligibility will be one week. Eligibility will be checked on Thursday and will be effective from Monday through the next Friday.
- The academically ineligible student/athlete may continue to practice with his team. If the student/athlete becomes ineligible for a total of four weeks during the season of a particular sport, he may be removed from the team and may not be allowed to receive any awards from the season.

**ATTENDANCE POLICIES**

Regular and consistent school attendance is key to academic success. It also helps children become confident with the academic disciplines. Sometimes absence cannot be avoided. However, it is difficult to reproduce the impact of a lesson presentation once a child has missed it. Since some school absences are inevitable the following policies will assist families in keeping children up to date in the event of absence.

*EXCUSED ABSENCE*

There are three main reasons for excused absence:

- Illness or doctor’s visit
- Death or family emergency of a critical nature
- Pre-approved family trips
- Professional appointments that cannot be scheduled outside the school day. A doctor’s note is required when absence due to medical appointments (please see the section below entitled “Absences - Responsibilities When Excused” for more details).
- School-sponsored activities

- Juniors and seniors may also be excused for pre-approved visits to colleges they are considering attending. Juniors are permitted four days and seniors are permitted four days to visit colleges.

NOTE: It should be noted that absences due to vacations, medical appointments, and other non-emergency situations should be kept to a minimum. It is difficult for students to stay current with their class work when missing class on a regular or extended basis. In addition, regular or sustained absences place an undue burden on teachers to help an individual student get caught up when the balance of the class has already progressed to another level. Excessive absence can be the cause of retention and loss of educational continuity.

Please also keep in mind that excessive, unexcused absences are reportable to local truancy agencies. Chronic truancy is defined as any student who accumulates unexcused absences in excess of 10% of school days. After a child reaches 10%, a doctor's note must be provided for each day the child misses school due to illness. Any child not at school by 10:30 am will be considered in NON attendance for that day.

### *APPROVAL PROCEDURES*

In order for absences to be excused, families should do the following:

#### *Illness*

Parents must contact the school by phone before 8:30 am on the day of the absence. In the case of absences exceeding a three-day period, a note explaining the reason for the absence should be brought when the child returns to school. The note should contain the date of absence, the reason for the absence, and the signature of the parent. It is important to remember that the reason stated in the note is the determining factor as to whether the absence will be excused by the school.

#### *Illness during the school day*

If a student should become ill during the school day, he/she should report immediately to the school office. Parents will be notified and a determination will be made concerning whether the child should remain at school or be taken home. If the student is to be taken home, he/she will rest in the sick bay area in the school office until a parent can arrange to pick up the child. In the case of sudden, severe illness, injury, or worsening of chronic conditions, the emergency card instructions and chronic illness Health Care plans will be followed for transporting the student to the hospital and contacting the family physician. If a student needs to be transported to the hospital, a staff member will accompany him/her.

#### *Doctor visit*

The best time to schedule routine doctor visits is before or after school. If children must be excused from school for doctor's visits, a note containing the date and time of the visit should be submitted.

#### *Death or critical family emergency*

Although the school understands the unexpected nature of family emergencies, parents should contact the school by phone as soon as possible. It is important

to advise the school office about the circumstances. A note briefly explaining the circumstances and dates should be submitted to the school office upon the child's return. Excused absences are granted for situations that fall into these areas.

#### *Family trips*

A note explaining the family trip must be submitted prior to the planned family vacation. The school will allow up to six (6) consecutive days for planned family trips. Family vacations are defined as vacations with the student's family and must be pre-approved to assure that an excused status is granted. Unexcused absence will be assessed for each extra day missed. Families are asked to resist extending scheduled school holidays with extra days for family trips.

#### *PARTIAL-DAY ABSENCES*

If a student's family finds it necessary that he/she arrives late to school, he/she must have a note, signed by a parent, which explains the circumstances for the late arrival. The school will determine upon receipt of the note, whether the absence will be excused or unexcused. Harvest Christian Academy encourages families to plan ahead to arrive at school on time daily. Unless special admission is granted, for students to qualify for an after-school activity, he/she must be in school by noon. All students must secure both school and parental permission in order to leave school early.

#### *UNEXCUSED ABSENCES*

Although most absences are excused with parental explanation, an occasional absence is considered unexcused. Unexcused absences occur when students are absent from school without explanation, or if the absence is not approved under the school policies. An unexcused absence will also be assessed for family trips when the trips extend beyond six consecutive days. An unexcused absence affects work completed or assigned for the specific date of the unexcused absence. A lowering of grades may occur as a result of an unexcused absence. The student penalty is a 10% or letter grade reduction of the current grade. Any child not at school by 10:30 am will be considered in NON attendance for that day.

#### *MAKE-UP WORK*

In the event of an excused absence, all schoolwork is to be made up.

- When an absence is due to an illness, a student is allowed an equal number of make-up days as days absent, unless he/she has requested and been granted special permission by the principal to do otherwise.
- When an application for absence has been pre-approved, the work missed must be completed and turned in upon the student's return to school, unless they have requested and been granted special permission by the principal to do otherwise. This also applies to students missing school for school-sponsored activities in which they are active participants (i.e., athletic trips, choir tours, college tours, field trips).

In the event of an unexcused absence, all schoolwork is to be made up. All assignments are due on the day of return. All tests and/or quizzes missed during the absence are to

be made up on the day of return. All work/tests/quizzes are subject to the teacher's penalty for late work.

### *EXCESSIVE ABSENCES*

Any Lower School student exceeding 20 days or more in absences may be considered for retention.

### *HOMEWORK REQUEST FOR ABSENCES*

Parents may pick up homework after school (3:00 pm to 3:30 pm) from the school office.

### *TARDINESS*

Lower School: Punctuality to school is critical to student success. A student is considered tardy if he/she is not in the classroom and seated when the morning late bell sounds. When students in the Lower School have ten unexcused tardy, parental contact will be made. Continued tardiness after parental contact is made will be handled between the school administration and the parents.

Upper School: Students in grades 6 through 12 who arrive to class late (unexcused) will be penalized according to the following guidelines (per quarter):

Tardy to class 1-3 times – warning

Tardy to class 3+ times – detention

Each subsequent tardy after four tardy per quarter, will be cause for a student detention at the principal's discretion.

### *UPPER SCHOOL PROCEDURES*

High school absentee lists are sent to the office via the school's email by 8:00 am. Students not reporting to first period by 8:00 am will be marked absent. Any high school student arriving to school after 7:50 must report to the second floor reception desk.

Upper School teachers take and record attendance before each class. Teachers compare their attendance with the absentee list for the day immediately reporting any students who are not present for class.

Upon their return from absence, Upper School students are required to submit a note to the second floor receptionist stating the reason for their absence.

### *HIGH SCHOOL ABSENCES- PARTIAL DAYS*

A high school student must be present a minimum of four class periods in order to be given credit for a half-day. A student must be present a minimum of seven class periods in order to be given credit for a full day. Both excused and unexcused absences are recorded.

In addition, the attendance of high school students will be recorded by class periods. A high school student accumulating more than 15 absences in a single course may not receive credit for that course (i.e. a high school student may miss more than 15 first-period classes and still receive attendance credit for a full day on the report card. At the same time, he/she may jeopardize receiving credit for that first-period class because he/she has exceeded 15 absences.)

Half-day absences are recorded on report cards and permanent records.

#### ***CREDIT LOSS AND GRADE RETENTION FOR HIGH SCHOOL STUDENTS***

A student accumulating more than fifteen absences in a semester may not receive credit for that course. Both excused and unexcused absences count toward the 15 absences. Extensions may be applied for and granted to the student by the principal. Application for extensions must be made in writing to the principal by the parent or guardian detailing the reason for the excessive absences. The school will attempt to notify parents when 10 absences have been accumulated. When 13-absences have accumulated, a conference between parent(s) and principal will be held to discuss the potential of imposed restrictions and/or credit loss.

#### ***TRUANCY FOR UPPER SCHOOL STUDENTS***

Truancy (or skipping) is willful absence from school or any assigned class or study hall without the prior knowledge of the parent and appropriate school authority.

Class: Arriving in the classroom more than 10 minutes late is considered skipping a class and is recorded as an absence. All work must be made-up and will be subject to the teacher's penalty for late work. In addition, the student may face further disciplinary action. For high school students, this absence from a class will be considered as part of the 15 maximum allowable absences per semester.

Day: Skipping two or more consecutive classes is considered skipping a day. All work must be made up and will be subject to the teachers' penalty for late work. In addition, the student may face further disciplinary action.

#### **BIRTHDAY CELEBRATIONS (LOWER SCHOOL)**

Students are encouraged to celebrate their birthdays with their peers off school grounds. However, birthday treats may be brought to the classroom for sharing, but treats must conform to the following:

1. There must be sufficient quantity for each child in the class.
2. The treat must be store bought or through the cafeteria.
3. The treat must not contain nuts or nut oils in order to accommodate student food allergies.

If birthday parties are being arranged, invitations should be mailed to students and parents are encouraged to invite all students in the child's class. Party invitations for any purpose are not to be circulated at school.

#### **BOOKS**

Students should learn to treat their non-consumable textbooks as the property of the school. All hardback textbooks are to be covered. If book covers are purchased elsewhere, please do not use book covers that adhere directly to the book.

## **CLOSED LUNCHES**

HCA adheres to a closed lunch policy. That is, students are not routinely permitted to go off campus for lunch. Students are also not permitted to leave campus to have lunch unless they have signed out through the office and are leaving with a parent.

Visitors to the lunchroom are limited to immediate adult members of the family, and special guests pre-arranged by the family and school. All visitors must check into the school office.

## **CONFIDENTIALITY STATEMENT (STUDENT RECORDS)**

Student records are the property of their parents. The school pledges confidentiality to families. Student records may be viewed in the office on request. The school will not release information about students via telephone without prior written request and consent. Records will only be released to other schools when students' accounts are current and a parent request for records is signed and submitted.

## **DATING POLICY**

HCA is not available for married students and the school believes that students should not be engaged while they are in high school. Intimate physical contact (hand holding, kissing, hugging, etc.) is not permitted between students while at school-sponsored activities or on school grounds.

## **DETENTION**

The purpose of detention is to be one form of disciplinary action for misbehavior in the classroom. Therefore, detention needs to be viewed as that both by the students and by the faculty. Please see "Discipline" below.

## **DISCIPLINE (LOWER SCHOOL)**

### *LINES OF AUTHORITY*

#### *Classroom Discipline*

Teachers are the first in the line of authority for discipline. Students are expected to be respectful, responsive, and reflective when correction is needed. HCA follows an assertive discipline model which includes the posting of classroom rules, the rewarding of positive praises and the giving of negative consequences. This system will help our children understand that they themselves choose their behavior, and that from their choices emanate consequences, both positive and negative. Discipline may range from cleaning up a mess that was created, to removal of free time privileges, to parental contact. Referral to the principal's office may occur in circumstances of habitual negative behaviors, extremely dangerous behaviors, or \*bullying. Any circumstance involving threats or violence, drugs, alcohol, or tobacco, or defiance will be immediately referred to the principal's office. At the beginning of each school year, parents will be informed as to each teacher's expectations and/or specific classroom procedures.

*Bullying defined: Bullying is a deliberate negative action from one person(s) toward another person (s) that is repeated over time that is designed to frighten,*

*intimidate, or injure the person it is directed toward. Bullying is not tolerated at Harvest Christian Academy. If the Administration deems a situation to be "bullying", the consequences will result in escalation to the highest level of discipline, up to and including expulsion.*

#### *Principal*

The principal is the second in the line of authority. The principal will become involved at parent or teacher request of all matters involving continual, serious or extreme negative behaviors. If a child needs to leave the classroom due to negative choices, and is sent to the principal, the student will progress through the following list of consequences:

1. Warning. Call by principal.
2. Call home + 30 minute "time out"
3. Call home + parent conference + 30 minute "time out"
4. Call home + student suspension
5. Student expulsion

When a student demonstrates behavior which is severe in nature (including, but not limited to lying, stealing, cheating, cursing, bullying, fighting, etc.), he/she will be sent to the principal for immediate correction and placed on the sequence of steps noted above. It should be noted that some behaviors may warrant immediate suspension and/or expulsion. The school reserves the right to impose these penalties as the administration deems appropriate.

In an effort to not exasperate our children, these consequences will be renewed every quarter of the school year where the child begins with a clean slate. It is also the principal's role to encourage the positive behavior that is observed during the day and will creatively promote and recognize this for our students.

#### *Executive Director*

The third in the line of authority is the superintendent. The Executive Director will only become involved in matters of school discipline in the following:

- Absence of the principal
- Matters concerning student suspension or expulsion
- Matters concerning illegal substances or violent behaviors.

He/she is the final authority in all matters of school discipline. There is no appeals process except in the rare case of the recommendation of expulsion. During such instances, a request for an appeal can be directed to the School Advisory Council.

#### *DISCIPLINARY METHODS*

##### 1. Removal of privileges

Students who find it difficult to participate successfully in classroom life may have their privilege of free time removed as a consequence. Students who are giving up recess or other free time will still be supervised by school personnel, but not allowed to participate.

## 2. Correction of the problem

Students may be given consequences, which address correction of the problem. For example, a student who defaces his locker may be asked to clean lockers. One who is deliberately littering will be instructed to collect litter.

## 3. The discipline process

When two or more students are involved in conflict that could not be resolved at the classroom level, the principal will ask each student to write (or dictate) his/her perspective of the problem. Students will be counseled in the biblical process of responsibility and conflict resolution. The two perspectives will be compared and discussed. Each student will need to take responsibility for his/her part in the conflict. Once responsibility is assumed, consequences will be given. Each child who appears in the principal's office for disciplinary purposes will be asked to call a parent from the office to make an explanation of the problem. This does two things: first, it allows the parent to have first contact while the problem is still fresh in the mind of the child. Second, it allows the parent and child to be in appropriate accountability roles for home follow-up. The parent will also have an opportunity to speak to the principal at this time.

Once the telephone calls are made, the student is counseled about how to return to class and relationships are restored. Scripture references will be made throughout the process so that students may see the practicality of instruction from the Bible.

## 4. Suspensions

Suspension will be recommended by the principal in habitual or serious disciplinary circumstances. Suspension results in parents removing the child from school for a specified period and providing supervision for them. Work that is due during a suspension period will not be considered for credit. The student will not be re-invited to enter school until a parent conference can be arranged and held.

Suspensions will be given for violations such as: stealing, playing with matches or fire, fireworks at school, cheating, use of profane or obscene language, disrespect or defiance, defacing or damaging school property, fighting, habitual disciplinary problems in conflict with school policies, use, sale, or distribution of illegal substances including drugs, alcohol, tobacco, or over-the-counter medications, promiscuity, misuse of the internet, or threats of violence or bullying.

In the event that students maliciously damage or deface school property, parents will be billed for repairs and labor costs for replacement of destroyed materials.

## 5. Probation

Students will be placed on disciplinary probation when:

- a. There is evidence of antagonistic attitudes toward the school mission and beliefs.
- b. There is deliberate and continued disobedience of school rules and behavioral guidelines.

- c. There is a serious breach of conduct, which endangers others. This includes evidence of bullying.
- d. There is continued negative impact to the school culture because of inappropriate conduct.

Probation is a serious step and can lead to the dismissal of a student from the school. When probation is recommended as a correction for chronic behavioral problems, students will be removed from all extracurricular activities, field trips, and positions of trust and responsibility. During the probation time, the student will be encouraged to correct the problem, make amends to those injured or offended, and begin the process of reforming behavior. The specific period of probation will be determined as appropriate by the principal. It will range from a three- to nine-week period of time.

When probation periods are up, the student's progress will be assessed and he/she may be restored to full student status. If there is no improvement of behaviors during probation, the student will be asked to extend the probation or will be recommended to the principal for expulsion. A parent conference will be arranged and held before a student goes on probation and as the probation periods end. Probationary students' progress may be discussed by the Advisory Council.

#### 6. Expulsion

Attendance at HCA is a privilege. In the most serious of circumstances, where behaviors are extreme or chronic, students will be recommended to the principal for expulsion. Examples of reasons for expulsion are: fighting, violence of any nature, possession, use, or distribution of controlled substances (tobacco, drugs, alcohol, pornographic materials), threats toward any member of the school community or facility, or bullying of any other member of the HCA community, and possession of any type of weapon.

When expulsion is recommended, a report will be generated detailing the behaviors, interventions, and lack of progress for each type of behavior. The principal and the superintendent will confer and issue the expulsion decision after meeting with the student and his or her parents.

### **DISCIPLINE (UPPER SCHOOL)**

Believing that discipline is necessary for the welfare of each student, as well as the entire school constituency, teachers seek to maintain classroom behavior in a manner consistent with Christian principles as set forth in the Scriptures and stated school policy.

Discipline has an essential place in Christian education for the following reasons:

1. Discipline is the process of providing encouragement and training to help children develop godly life patterns (I Timothy 4:7-8), to develop the fear of the Lord (Proverbs 1:7), and faith in Christ (Hebrews 12:11).
2. Learning to obey parents (and teachers) is foundational for all subsequent relationships in the student's life (Ephesians 6:1).
3. Parents and teachers are held accountable for how they teach submission to their authority and to the Lord (Hebrews 13:17). Those in authority should reflect the

character and image of God and provide discipline in the context of a caring relationship. God-given authority has the dual role of punishing or correcting wrong and commending what is right. Parents and teachers need to be consistent, yes is yes and no is no (Titus 2:7-8, 11-15; I Thessalonians. 2:8; I Peter 2:13-17; Romans 13:1-5; II Corinthians 1:17).

4. Submitting to authority helps, the child, develop proper respect for God, others and oneself (I Peter 2:13-17; Hebrews 13:17; Romans 13:1-5).
5. Learning to take responsibility for his choices helps a child to see who he is before God. Confessing sin is an acknowledgement that we are sinners who need forgiveness (I John 1:5-10). Wise decision-makers recognize the consequences of their choices. You reap what you sow (Galatians 6:7-8). A person with a teachable heart is one willing to learn from one's mistakes, submit to God, and accept correction (Psalm 32:8-9; Proverbs 3:18).
6. Learning to live in harmony with others involves a willingness to put others first as Jesus did. Seeking peace, submitting to one another, showing respect and doing good all spring from a Spirit-controlled life (I Peter 3:8-15; Romans 12; I Peter 2:17; Ephesians 5:21; Galatians. 6:9,10).
7. Being under discipline encourages in the child a fuller understanding of the character of God. He loves those whom He disciplines. We share in His holiness. God is at work within us (Hebrews. 12:5-6; I Peter 1:13-16; Philippians 2:13; I Peter 5:5-6).

Students, by virtue of their enrollment, agree to accept the responsibility of adherence to the school's standards of conduct or to withdraw if they can no longer, with integrity, conform to them. There may be times of temporary noncompliance with school standards. This is not unlike what the Christian experiences in his walk with the Lord. As God disciplines us in love for our own good, so the school will discipline students who do not adhere to Academy standards.

Discipline may be administered by a faculty, staff, or administrative member, or other adult who has been given authority by HCA for a supervisory function. There are generally speaking, several steps in the discipline process. These steps are explained below:

Because of their regular contact with students, it is the classroom teachers who most often are in a position to discipline a student. As the teachers notice disruptive behavior, they should correct the student. Where the student refuses to correct the misbehavior, or continues the misbehavior, teachers will take one or more of the following actions:

- Communicate with the parents via note, phone call, e-mail, etc.
- Issue a personal detention where the student will stay after school with the teacher. Any after school detention requires a principal's and parent's signature.
- Other immediate actions that help deter the behavior (move the student to another location, stay after class, etc.)

If the misbehavior continues or becomes habitual, or is of an extreme nature (highlighted below) teachers will send the student to the Upper School office. The principal, in turn, follows a stepped approach that becomes more severe in nature. The steps (per semester) that the principal will take include:

- First referral:                   detention; parent is called
- Second referral:               detention; parent is called

- Third referral: out-of-school suspension; parent conference
- Fourth referral: out-of school suspension; parent conference
- Fifth referral: expulsion

When a student demonstrates behavior which is severe in nature, he/she will be sent to the principal for immediate correction and placed on the sequence of steps noted above. It should be noted that some behaviors may warrant immediate suspension and/or expulsion. The school reserves the right to impose these penalties as the administration deems appropriate.

Severe behaviors include, but are not limited to:

- Lying
- Stealing
- Cheating
- Bullying
- Fighting
- Inappropriate materials brought to school
- Defacing others' property
- Etc.

#### MISCELLANEOUS DISCIPLINE (COUNTER-PRODUCTIVE ACTIVITIES)

Some behavior, we believe, is counter-productive to the school's ministry. It is not our purpose here to give a comprehensive listing of every wrong, but rather to give some general guidelines of behavior. These guidelines and the school's response to them are listed below:

Use or possession of weapons, drugs, tobacco, alcohol, and practice of immoral sexual behavior or involvement in such behavior may result in immediate and permanent dismissal.

#### ATTITUDINAL BEHAVIOR

There are situations in which a student exerts a negative influence upon the classes' behavior. Though this student may obey the outward rules, he exhibits an attitude of mocking and contention. It is for this reason that the school has developed a policy for dealing with such a student (see Matthew 18; Titus 3).

Some of the characteristics of a child with an attitude that disrupts are insulting, hating, not listening to instruction, resentful, scornful (see Proverbs 1:22; 9:7-8; 12:1; 15:12; 22:10; 29:8). The scriptures also indicate the affect of a scorner and mocker; that is, influencing his immediate environment with a negative behavior

The school has developed a process to be used in dealing with such a student.

1. As the teacher notices strife and contention in a student and if no rule has been broken, yet there is clearly an attitudinal problem, the teacher will speak with the student with a desire to correct the attitudinal behavior. In addition, the teacher will begin documenting a student's attitudinal behavior in a classroom using the Observation, Interpretation, Conclusion form (OIC).

2. After documenting several instances, the teacher and principal will speak with the student with a desire to correct the attitudinal behavior. The teacher will continue to document incidences. The teacher notifies the parent of the conversation with the student.
3. If the scorning and mocking continues, a parent/teacher conference is required and the teacher will document further incidences. The teacher will keep the principal informed of the situation.
4. If the behavior continues, the teacher, principal, parent and student will meet and a letter will be sent home summarizing this summit conference with parents. Disciplinary measures will be determined at this conference.

## **DRESS CODE**

The dress code at Harvest Christian Academy is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1Timothy 2:9; 1 Thessalonians 4:5, 6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1Timothy 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1John 2:15). In addition, dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5). As we determine to glorify the Lord in all we do (1Corinthians 10:31), these qualities help us to do that in the area of dress.

It is also important to realize that parents, as the primary educators of their children (Deuteronomy 6; Ephesians 6), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their young people in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines, and restrictions of Harvest Christian Academy in the area of dress.

### **LOWER SCHOOL (KDG –GRADE 5)**

#### **GENERAL GUIDELINES FOR LOWER SCHOOL STUDENTS**

- All HCA students should exhibit modest and developmentally appropriate dress.
- Excessively tight fitting or baggy clothing is not permitted.
- Slacks are to be navy or khaki, loose-fitting, flat front or pleated dress slacks of twill, gabardine, wool or corduroy. Low-rise and hip hugging pants are not permitted. Cargo-style pants are not permitted. Khaki toward white or green is not acceptable.
- Navy or khaki Capri pants are permitted.
- Navy, khaki or white socks/tights/knee socks/leggings are required. Shoes may not be worn without socks, and socks should be worn to cover the ankle.
- Black, brown, navy or white shoes or tennis shoes are acceptable for daily wear. Sneakers may not have lights, wheels, characters, or platforms. Shoes should be properly tied at all times.
- Hats are not to be worn inside the building.
- Body piercing is not permitted (single ear piercing for a girl is permitted).
- Body tattoos are not permitted.

- Shorts may be worn and must be at least mid-thigh in length. Though shorts may be worn throughout the year at the parent's discretion, please wear weather-appropriate attire.
- No jeans, denim or cargo style clothing is permitted.
- Shirts/blouses must be collared, solid white, navy or forest green.
- Layering is permitted as long as all layers conform to color requirements while the outer layer conforms to shirt color and style requirements.
- Crew-neck, v-neck or cardigan style sweaters and vests in navy blue, white, or forest green are permitted. Collared shirts/blouses are required under the sweater or vest. Hooded sweaters and vests are permitted.
- HCA crested spirit wear is permitted any day.
- HBC branded t-shirts and Senior supported t-shirts are permitted on Chapel days (Wednesday).
- Students must stay in school uniform until dismissal is complete.

#### SPECIFIC GUIDELINES FOR LOWER SCHOOL GIRLS

- Khaki or navy solid jumpers must be of modest (to the knee) length. Girls may also wear Harvest plaid available through Educational Outfitters.
- Khaki or navy solid skirts (without slits) must be of modest (to the knee) length. The Harvest plaid is also permitted and is available through Lands End.
- Bike shorts must be worn under jumpers and skirts.
- Skorts (mid-thigh in length) are permitted.
- No bare midriff is permitted.
- Blouses must be collared, solid white, navy, light blue or forest green.
- Polo or turtlenecks in solid white, navy or forest green are permitted.
- Layering is permitted as long as all layers conform to color requirements while the outer layer conforms to shirt color and style requirements.
- Girl's shoes must be closed toed and closed heeled and no more than 2 inches high.
- Hair is expected to be clean, neat and not cover the eyes. Extreme design and unnaturally colored hair are not permitted. Hair ornaments must be modest and colors must coordinate with school clothing.
- Simple jewelry is permitted. Large hoop earrings, nose rings, and excessive rings, necklaces, bracelets or earrings are not permitted.
- Single ear piercing is permitted.
- Excessive make-up is not permitted.

#### SPECIFIC GUIDELINES FOR LOWER SCHOOL BOYS

- Boys must be clean-shaven.
- Boys may not have piercing.
- Shirts must be collared, solid white, navy, light blue or forest green. Polo, turtlenecks, & oxford button-downs are permitted. Layering is also permitted.
- Hair is expected to be clean and of modest length. Extreme design, unnaturally colored, sculpting, shaving and spiking are not permitted.

#### CONSEQUENCES FOR DRESS CODE VIOLATION IN THE LOWER SCHOOL

The guidelines described herein are not meant to be prescriptive, but merely reflects HCA's philosophy that students dress with modesty and are neatly groomed. We acknowledge the various styles of dress and the desire of students to dress "in style".

We have attempted to bring variety in color, style, and selection of dress code pieces in order to provide some choice. The dress code compliance offers students the opportunity to show love for God through their obedience. We expect parents to support and enforce these dress code guidelines with their children. As such, the following consequences will be upheld for violating the HCA dress code policy (per quarter):

- 1st Offense: Written warning by teacher.
- 2nd Offense: Parents are contacted – student to wait in office for parent to bring uniform adjustment or will be given clothing to wear for the day.
- 3rd Offense: Same as step two, and also a parent conference is held.
- 4th Offense: Disciplinary action

## MIDDLE SCHOOL (GRADES 6-8)

### GENERAL GUIDELINES FOR MIDDLE SCHOOL STUDENTS

- All HCA students should exhibit modest and developmentally appropriate dress. Apparel should not, in any way, cause distractions of any sort.
- All clothing must be tag/label and logo free.
- Tight/excessively baggy fitting clothing is not permitted.
- All apparel with belt loops requires a belt.
- Slacks are considered to be navy or khaki, loose-fitting, flat front or pleated dress slacks. Low-rise and hip hugging pants are not permitted. Denim (jeans) of any color or cargo style clothing is not permitted. Dress Capri or Bermuda shorts with the bottom hem no higher than three inches from the top of the knee, may be worn.
- Shoes must be worn at all times. Gym shoes, tennis shoes, or sports shoes are acceptable for daily wear. Sneakers/tennis shoes may not have lights, wheels, characters, or platforms. Shoes/sneakers must be tied appropriately.
- Hats are not to be worn inside the building.
- Body piercing is not permitted.
- Body tattoos are not permitted.
- Shirts/blouses must be collared, solid white, navy or forest green. Rugby style shirts in school colors are also permitted. Layering is permitted as long as all layers conform to color and style requirements.
- Crew-neck, v-neck or cardigan style sweaters and vests in navy blue are permitted. Collared shirts/blouses are required under the sweater or vest.
- Harvest (HBC & HCA) sweatshirts and hoodies are permitted.
- Harvest (HBC & HCA) branded t-shirts are permitted.
- All students, grades 6 – 8, are required to wear gym uniforms during gym class. These are available through Lands End. Sneakers with non-marking soles are required without lights, wheels, characters, or platforms.
- Students must stay in school uniform until dismissal is complete.

### SPECIFIC GUIDELINES FOR MIDDLE SCHOOL GIRLS

- Khaki or navy solid jumpers must be of modest (to the knee) length. Girls may also wear Harvest plaid available through Lands End.
- Khaki or navy solid skirts (without slits) must be of modest (to the knee) length. The Harvest plaid is also permitted and is available through Lands End.

- No bare midriff is permitted.
- Blouses must be collared, solid white, navy or forest green. Polo, turtlenecks, oxford button-downs and cotton blouses are permitted. Layering is also permitted as long as all layers conform to color and style requirements.
- Girls dress shoes must be closed toe and no more than 2 inches high.
- Hair is expected to be clean, neat and not cover the eyes. Extreme design and unnaturally colored hair are not permitted. Hair ornaments must be modest and colors must coordinate with school clothing.
- Jewelry must be simple. Nose rings and excessively large hoop earrings are not permitted.
- Single ear or multiple ear piercing is permitted for girls.
- Excessive make-up is not permitted.

#### SPECIFIC GUIDELINES FOR MIDDLE SCHOOL BOYS

- Boys must be clean-shaven.
- Boys may not have piercings.
- Shirts must be collared, solid white, navy, or forest green. Polo, turtlenecks, oxford button-downs (white or light blue) and striped rugby style shirts are permitted. Layering is also permitted.
- Hair is expected to be clean and of modest length. Extreme design, unnaturally colored, sculpting, shaving and spiking are not permitted.

#### CONSEQUENCES FOR DRESS CODE VIOLATIONS IN MIDDLE SCHOOL

The guidelines described herein are not meant to be prescriptive, but merely reflects HCA's philosophy that students dress with modesty and are neatly groomed. We acknowledge the various styles of dress and the desire of students to dress "in style". We have attempted to bring variety in color, style, and selection of dress code pieces in order to provide some choice. The dress code compliance offers students the opportunity to show love for God through their obedience. We expect parents to support and enforce these dress code guidelines with their children. As such, the following consequences will be upheld for violating the HCA dress code policy:

Where a dress code violation may be remedied on the spot (shirt untucked, etc.), the teacher will direct the student to do so. When this type of violation becomes habitual or the type of dress code violation cannot be remedied on the spot, then the student will be sent to the office. The consequences of coming to the office include (per quarter):

- 1st Offense: Warning.
- 2nd Offense: Parents are called - student to wait in office for parent to bring uniform adjustment
- 3rd Offense: Parents are called - student to wait in office for parent to bring uniform adjustment and detention.
- 4th Offense: Disciplinary action could include suspension

#### HIGH SCHOOL (GRADES 9-12)

The dress code at Harvest Christian Academy is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1Timothy 2:9; 1Thessalonians 4:5, 6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and

appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Timothy 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). As we determine to glorify the Lord in all we do (1 Corinthians 10:31), these qualities help us to do that in the area of dress.

It is also important to realize that parents, as the primary educators of their children (Deuteronomy 6; Ephesians 6), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their young people in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position and guidelines in the area of dress at Harvest Christian Academy.

Some general principles of the high school dress code include:  
Clothing should be modest, neat, and appropriate for the school environment.

#### Modest

Clothing should not be tight, clingy or form fitting. Midriffs should not show when reaching or bending. Ladies' necklines should not be revealing. The length of skirts or dresses should be knee length or below. Ladies should have their shoulders covered; no spaghetti straps.

#### Neat

Clothing should be in good repair, without holes or tears or frayed hems. Belt lines for pants should not sag.

#### Appropriate

Students should be dressed for success at school, and ready to learn. Writing on clothing which is inappropriate or brings undue attention should not be worn. Capris or Bermuda shorts with the bottom hem no higher than three inches from the top of the knee, may be worn. No athletic shorts. Sweatshirts are permitted, but pajama wear and sweat pants are not permitted. T-shirt type shirts will be permitted, but t-shirts designed to be undergarments (undershirts) are not to be worn as outer garments. Footwear (shoes, sneakers, sandals, etc.) should be worn at all times. No flip flops or athletic style sandals please.

This abbreviated dress code is purposely shortened to eliminate the large lists of "do's" and "don'ts" that often come with a dress code. The code falls under the categories of modest, neat, and appropriate as stated above. The administration may need, from time to time, to clarify the code with students. We hope this guide helps students to wear clothing which is appropriate. Please contact the school office if you have any questions.

#### DRESS CODE INFRACTION PROCEDURE FOR HIGH SCHOOL STUDENTS

The purpose of a dress code is to motivate self-discipline in the areas of modesty, neatness and appropriateness. It is the responsibility of parents to help educate a student in appropriate dress. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ. It is the responsibility of teachers to enforce the dress code at HCA.

When a dress code issue can be corrected immediately (sagging pants, etc.), the teacher will speak with the student concerning the issue and have the student make necessary corrections immediately. No further action will be taken. However, if the student continues

to persist with these “correctable” issues, the teacher should send the student to the principal where he/she will be subject to the disciplinary steps noted below.

If the dress code issue cannot be corrected immediately (i.e. short skirt, inappropriate pants, etc.), the teacher will discuss the matter with the student and send the student to the Upper School office where the student will be subject to the disciplinary steps noted below. The student shall remain in the office until the infraction has been remedied.

Continuous or blatant dress code infractions will result in (per quarter):

First offense =	Warning
Second offense =	Parents contacted
Third offense =	Detention
Fourth offense =	Disciplinary action could include suspension

#### DRESS FOR PHYSICAL EDUCATION CLASSES (grades 6-12)

Middle and High School students are required to change clothes for PE class. HCA requires a prescribed uniform for physical education. These uniform shorts and shirt may be purchased through Land’s End. Tennis shoes or athletic shoes must be worn.

#### MISCELLANEOUS

We would also appreciate parents and other adults chaperoning field trips wearing appropriate and modest dress.

#### LEAVING SCHOOL

All requests to leave the building while school is in session must be cleared through the school office. Leaving school without permission is classified as truancy.

Any time a student leaves the building during school hours he or she must sign out at the 2<sup>nd</sup> Floor Reception.

Parents coming during class time to pick up children for dental or doctor appointments or other excused absences MUST report to the 2<sup>nd</sup> Floor Reception and NOT to the student’s classroom. The office staff will make the contact and have the student report to the office to meet the parent. Teachers are instructed not to dismiss a student early unless contacted beforehand by the office.

#### PROHIBITED ITEMS

The following items should not be brought to school and school-sponsored activities:

1. Magazines and books or any other items that portray anti-Christian lifestyles.
2. Articles/things considered a hindrance to the educational process.
3. Dangerous articles such as weapons, guns, knives (including pocketknives), etc.

Being in possession of such articles may result in immediate suspension and/or expulsion. Any threat, real or implied will be grounds for severe discipline including suspension and/or expulsion from HCA.

The following items should not be brought to the school for use during the school day:

MP3 players, iPods, radios, headphones and accessories, tape recorders/players, CD players and CD's, cameras, video and audio tapes, walkie-talkies, beepers/pagers, and electronic games.

High school students may use iPods and other electronic devices except for during class time. Please refer to the Student Technology Agreement for appropriate use.

#### *SKATEBOARDS & ROLLER BLADES*

Neither skateboards nor rollerblades may be used on school property at any time. The school assumes no liability in regard to their use. Shoes containing wheels are also prohibited (i.e. Healties, Wheelies).

#### *CELL PHONES*

A cell phone will be confiscated if it is seen by a faculty/staff member during class time. The principal will return the cell phone after counsel with the student and parents.

The school does not accept responsibility for the loss of such items, and students who bring these items do so at their own risk. Misuse of these items may result in the confiscation of these items which may not be returned to the student. The school reserves the right to amend this rule and will have the final say in the decision.

#### *STUDENT VALUABLES*

Students are encouraged to leave valuables at home. Money, jewelry, and toys are not appropriate for school. Valuables and electronic toys such as Nintendo DS, iPod, iPod touch or other MP3 player will be collected for safe keeping and stored in the office until a parent is available to pick them up. CD players are not allowed on busses when transporting to field trips.

#### **RECORDS, PERMANENT STUDENT**

Current student records are located in the main office and are to never leave the building. Parents of students under age 18 and students 18 years and older may request a viewing of or copy of this file according to the following guidelines:

#### *EXAMINATION OF STUDENT RECORDS*

This policy provides access to student records to parents and students under the following stipulations:

- a. Any student 18 years or age or older and every parent of a student under 18 may examine official records, official files, and official data of the school directly relating to the student. Parents of students who are 18 years old or older must have written consent of the student to see the records.

- b. All material in a student's accumulative record must be available for examination and would include but not be limited to identifying data; academic records; achievement level records (such as grades, achievement test scores, etc.); attendance data; scores on IQ aptitude and psychological tests; interest inventory results; health information; family background information; observations and ratings of teachers and counselors; general behavior or discipline records.
- c. Requested examination of the file will be made in the school office. Those eligible for examination of records will be allowed a copy for their own personal records. Such a request will be filled within three (3) working days.

## **TRANSPORTATION**

### *TRANSPORTATION TO SCHOOL*

Parents will assume responsibility for providing student transportation. HCA does not provide busing or any other form of transportation. However, we do provide car pool lists to assist parents in need of transportation.

### *STUDENT VEHICLES*

When a high school student comes of age, and desires to drive to school, he/she must register with the office and park in the designated student area. A student parking tag is required for all student drivers and is available at registration for a \$20 fee.

Driving from the school grounds during school hours is not permitted without permission from the office. All vehicles must enter from Randall Road for safety and smooth movement of traffic before and after school.

Students should leave their cars locked and enter the school building immediately upon arriving at school. There is to be no loitering in the parking areas at any time. Sitting in cars during the school day is not permitted.

### *STUDENT DRIVING CONCERNS*

1. A general warning will be given to grades 9 – 12 informing them of the following policy at the beginning of each school year.
2. In case of an infraction one written warning will be issued to the student driver. A parental signature will also be required. Appropriate honor points will be deducted.
3. A second infraction will result in a one-week revocation of driving privileges.
4. A third infraction will result in a revocation of driving privileges for the rest of the school year.

Students going to and from school need to have permission from their parents in order to ride with someone other than their regular transportation. The driver needs permission as well to transport students other than his own family members. A note or phone call from the parents will serve as permission.

Failure to comply with any of the above rules or improper conduct, such as speeding, reckless driving, etc., on the way to or from school will be sufficient grounds for revocation of the privilege to drive to school. The administration reserves the right to revoke a student's school driving/parking privilege at any time.

## **VISITORS**

### *STUDENT VISITORS*

Student visitors are welcome if they are considering attending HCA. However, appointments must be made for them to visit. They must meet the dress regulations of the Academy.. They must receive specific permission and obtain a pass from the office.

### *PARENT VISITORS*

Parents are welcome at the school. During school hours, parents are asked to report to the office first and not go directly to the classroom.

Parents who need a conference with a teacher are encouraged to call the office first or directly e-mail the teacher. Teachers will not be able to engage in lengthy conversations/conferences while they are supervising students. Parents should therefore remain sensitive to the teachers' responsibility to his/her supervisory duties.

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 600  
INSTRUCTION**

**ACADEMIC PROBATION**

In order to support academic success, students in grades 3-5 who have earned a D or below in either math or reading will be placed on academic probation at the end of each quarter. At that time, a parent/teacher conference will be required in order for a plan to be established. Any student placed on academic probation has the ability to be removed from probationary status by raising their grade to a C- or above. Each student will be closely monitored by the classroom teacher and parents with the support of the school principal. Any student who remains on academic probation for any length of time may be considered for retention (see promotion policy in this section).

**ACADEMIC SUPPORT**

The staff of HCA is committed to offer academic support to supplement a student's academic deficiencies if possible. When necessary, the following procedures will apply:

Parents of students who develop the need for additional support after meeting initial school enrollment requirements will be asked to meet with the classroom teacher and the principal to begin mapping out a program of assistance. Additional testing may occur in order to identify and define the specific needs of the student. Students who find that they are in need of additional support will find support in the following formats:

1. A learning resources teacher or a reading support program
2. Interventions on the part of the classroom teacher
3. Recommendations for tutoring or counseling
4. Recommendations for full case study in the student's home school district
5. Providing additional work for home

Harvest Christian Academy does not have a fully staffed special education services team. However, the learning resource or reading support teacher will make every attempt to design remediation programs that will support students. Interventions will be designed that meet the students' needs in the classroom. Individual tutoring during the school day will not be a facet of this program. If it is determined that a full case study evaluation is needed, the family will be referred to their public school district or private psychologist for service. HCA cannot assume responsibility for testing expenses or the outcome of evaluations done by professionals outside of the school. HCA does not assume responsibility for tutoring expenses or private counseling expenses. At the parent's request, a representative from HCA will be available to attend any Individual Education Plan meetings that occur as a result of public school system intervention.

## **CLASSROOM POLICIES**

### *CLASS WORK*

Class work is expected to be completed during the school day. If a student cannot complete work in the given amount of class time, one of the following *may* occur:

- A. The teacher may modify the assignment, if needed.
- B. The teacher may call home to explain the circumstances.
- C. The work may be sent home for completion.
- D. The child may be recommended for learning resource support.

### *HOMEWORK*

Assignments are due on the date requested. Assignment notebooks will be provided and must be used by all students.

Homework assignments are designed as practice following a concept presentation. Assignments reinforce learning and help to develop initiative, responsibility, and intrinsic motivation for learning. Some homework assignments will be continuations of long-term projects; others will be short-term or daily practice. Assignments are not always calculated into the grade individually, but may be represented as a group of “complete” or “incomplete” pieces in the grade reports. Lack of practice with a concept will contribute to a lack of success. When homework carries an individual grade, it will be marked as such.

Late assignments will be accepted if there is an adequate explanation from home about the cause. Sports practice and family activities will not be accepted as excuses for late work. For graded assignments, late work will receive a 10% deduction for each of two days. On the third late day, the work will not receive credit and at the teacher’s discretion, another piece may be assigned with or without credit in order to evaluate student progress.

Homework will not be assigned in the Lower School for Wednesday evenings to allow students to attend mid-week church services and AWANA. Homework will not be assigned for school holidays breaks: Thanksgiving, Christmas, and Spring Recess. Long-term projects may be assigned for periods covering breaks, but will have sufficient time allocated to finishing without break time being used.

Regular reading time and math facts practice is not considered homework under this policy.

Average homework time (inclusive of all subjects and reading assignments) per grade level should be:

Grades 1 & 2:	20 minutes
Grades 3 & 4:	40 minutes
Grade 5:	50-60 minutes
Grade 6:	60-70 minutes
Grades 7 & 8:	70-90 minutes
Grades 9-12:	90-120 minutes

Long-term projects will occur no more than twice per quarter per subject and will generally fall outside of the average homework time limits. Parent support is expected on long-term projects; however, student ideas, work, and understanding will be measured for progress. Parents are asked to assume a support role, rather than a participating role in long-term projects. Every care will be taken to assure that long-term projects do not overlap and that each student is fairly assessed for group work.

### *CHEATING*

If it is determined that the student cheated via copying another student's notes, work, or assignment, or have represented other's work as his/her own (plagiarism), the work will receive a "0" or "no credit" grade. Any student who is found cheating will be referred to the principal's office. A student, who is found to have collaborated in the cheating, whether by loaning assignments for copying or giving answers directly, will also receive the grade of "0" or "no credit". This student will also be referred to the principal's office. Habitual incidents of cheating will serve as grounds for suspension or expulsion from school. In all cases of cheating, parents will be notified.

### *WORK MAKE-UP POLICIES*

Although "work is due when it is assigned", it is conceivable that delinquencies in assignments will occur. When this occurs, the following policies will apply:

1. Students will have one day for each day missed to make up work when they have an excused absence.
2. Students will be allowed to make up work for unexcused absences, but will receive only 50% credit. The maximum for unexcused absence make up work is three days. By way of example, if a student is ill on Tuesday, Wednesday, and Thursday, they will have until the following Tuesday to make up their work.
3. Teachers will make every effort to make work available for parent pick up before the end of each school day when students are absent. This can be picked up in the office.
4. Teachers will not be required to plan advance work when parents are going on family trips. Teachers may make other suggestions for productive ways in which to add learning and exploration to a planned family vacation. Missed work will be provided upon the student's return to school.

### *TESTS*

Students who are absent on the day of a test must make up the test on the day they return to school. For students who have been on extended absence due to health or other extreme circumstances, tests will be rescheduled after the class work has been made up. Teachers may require an alternate test of the same format as the original for students when they are in this situation.

Students who return to school on the same day as the test must take the test as it was scheduled.

Except for extreme circumstances, tests must be made up within three days of absence.

No academic penalty will be assessed to students who make up tests when their absence has been excused.

Students who have been on an unexcused absence or are suspended from school may make up work at home; however, their tests will be in an alternate format at the teacher's discretion. It should be noted that the work would receive a reduction in academic credit. The standard policy is a 10% or one letter grade reduction of earned credit.

### **CONFERENCES**

The school encourages Parent-Teacher conferences, as they are needed. This is an excellent way to exchange information that will aid the school in being more effective. Parents, teachers, or administration may initiate conferences. During the course of each school year, days are set aside for conferences. This is usually done via written communication from the school, and every effort is made to arrange the conference to meet the teacher and parents' convenience. Conferences between the home and school will not be confined to this scheduled time however. Parents and teachers should feel free to communicate any time there is a question about student progress or responsibility. Parents may send a written request directly to the teacher via the student, or in the case of an emergency, call the school office. A parent may observe the student in the classroom setting provided he has made previous arrangement with the school office/teacher. Parents should be sensitive to the needs of faculty members. Try not to discuss your student's progress with the teacher during church services, or at times when the teacher cannot devote his full energies to the discussion, i.e. school dismissal, etc.

### **DISTINGUISHED SCHOLAR**

An HCA high school student may graduate 'with distinction' after successfully completing a prescribed number and type of courses, as well as earning a higher grade point average. Please see the Upper School Guidance Counselor for more details regarding this advanced standing.

### **DROP/ADD FOR HIGH SCHOOL CLASSES**

No course can be dropped or added unless the student consults with the school counselor and secures permission to do so. No course may be added after the second week of the semester, unless unusual circumstances prevail. Courses may be dropped without penalty/record within the first three weeks (12 school days) of the start of the course. Courses, which have been dropped after the third week (12 school days) of the semester, will be indicated on the student's transcripts either as a Withdrawal/Pass (WD/P), or a Withdrawal/Fail (WD/F), depending on the academic average of the student's course work at the time of withdrawal. A Withdrawal/Fail will count as an "F" in factoring the GPA. The

administration reserves the right to cancel any class that does not have enough students registered to make it either academically or financially feasible.

## **FIELD TRIPS**

Class field trips will be organized in such a way as to support a specific area of study or represent a “specific outing” for a class or grade level. The experiences are provided for full participation by all students. Bus transportation will be provided and field trip permission slips will be secured for each trip. Parent vehicles will not be used for field trip transportation.

A universal permission slip is featured in the appendix in the event that parents have forgotten to submit the permission slip. Minor charges, as appropriate, will be assessed for field trips. These will include transportation and admission fees.

Students who do not submit permission slips for field trips will not be allowed to leave campus without first securing parent permission via telephone. If a parent cannot be reached, arrangements will be made to keep the student at school until the class returns.

Field trips are considered required elements of the curriculum. Parents are discouraged from preventing students from attending field trips. Parents will be asked to assist with supervision on field trips as HCA appreciates parent participation in these very important experiences for children.

Exemplary conduct is expected on field trips. Students will be subject to the same rules and procedures when off campus as they are when on campus. If field trips are planned for outdoors, appropriate dress will be required. This may, at times, be different than the daily school uniform. Please check with your child’s teacher for particular details.

See Appendix for the Field Trip Permission form.

## **GRADING SCALE**

For specific grading scale and/or explanation of the reporting of academic progress, please see “Report Cards” below.

### *GRADING SCALE & CORRESPONDING HIGH SCHOOL GRADE POINTS*

Class rank is determined by the Grade Point Average (GPA) for all courses taken by the student in grades 9-12. GPA as determined by using the following scale:

A+	98-100	4.0	C+	78-79	2.3
A	94-97	4.0	C	74-77	2.0
A-	90-93	3.7	C-	70-73	1.7
B+	88-89	3.3	D+	68-69	1.3
B	84-87	3.0	D	64-67	1.0
B-	80-83	2.7	D-	60-63	0.7
			F	0-59	0.0

Honors, Advanced Placement (AP) and Dual Credit College courses are scored on a higher GPA scale. Honors classes are based on a 4.5 scale while AP and Dual Credit classes are scored on a 5.0 scale.

GPA is figured by adding the number of points earned in each semester course and dividing by the total number of credits. For purposes of determining GPA and class rank, the high school transcripts are maintained on a 4.0 scale. For high school students (9-12), an "F" for a semester grade will count against the GPA. Any "F's" in required courses must be retaken; however, the "F" will count as a zero toward the total GPA. A student who has passed a course may retake the same course for credit (See section *Retaking Courses*).

Parents will receive a copy of the student's grades at the end of each nine-week grading period. At mid-quarter parents and students in grades 9 - 12 will be notified of academic work in all subjects. At this time, in particular, parents are encouraged to consult with teachers and principals to prevent possible failure for the quarter.

## **GUIDANCE & COUNSELOR SERVICES**

### *COURSE SCHEDULING*

A school counselor is available to assist students in planning students' high school and post-secondary careers.

1. A meeting is held with all eighth graders to explain the graduation requirements for the different high school academic tracks and to help students begin planning their high school course of study.
2. Individual meetings are scheduled with students and/or parents at any time to answer questions concerning schedules, academic progress or difficulties, career choices, or personal concerns.
3. Individual appointments are scheduled during the student's junior and/or senior year to discuss post-secondary plans.

### *STANDARDIZED TESTING*

A variety of testing is provided during the high school years to help students decide their course of study and to identify their strengths and abilities. These could include ASVAB, and PSAT, ACT and Terra Nova. Information on these tests will be given to all students at the appropriate times. Other tests are also available on an individual basis.

Information on the college entrance exams (SAT and ACT) will be given to all juniors and seniors.

### *COLLEGE FINANCIAL AID*

Financial aid information for college will be given during the senior year. An informational evening is scheduled with a Financial Aid Advisor from a local college to explain the process of filling out the Free Application for Federal Student Aid. Since that cannot be done until parents receive their W-2 forms, this meeting will be held in January.

### *COLLEGE SCHOLARSHIPS*

A variety of scholarship information will be available through the school counselor's office, and will also be announced in senior homerooms, as that information becomes available. Assistance with filling out college applications and sending transcripts will be given in the school counselor's office.

### *CAREER COUNSELING*

Career counseling will be provided throughout the middle school and high school years.

Information on various colleges is available in the counselor's office. In addition, college representatives will visit to our campus to speak with HCA students.

### **MARK OF EXCELLENCE**

Acknowledging excellence is an important aspect in the overall development of our school. As such, HCA has instituted the Mark of Excellence program.

Mark of Excellence awards may be earned by students in grades 1-5 who receive report card marks of CD in the Social and Work Habits areas of the report card. Mark of Excellence awards may be earned in academics for students in grades 3-5 who earn a "B" or higher in all subject areas.

All Marks of Excellence awards in the Lower School will be celebrated in the school e-blast and posted on the web.

A list of students who earn the Mark of Excellence distinction in grades 6 – 12 will be published after each nine-week academic quarter. To be placed on the Mark of Excellence roll, students must earn a cumulative grade of 90% or above and who have not earned any quarter grades of B- or below.

### **PROMOTION POLICY**

Although the HCA teaching and administrative staff is committed to the successful academic promotion of each student, at times some level of remediation or retention may be advisable. The following policies will apply in such situations.

#### *Lower School (Kindergarten - Grade 5)*

Students must complete satisfactory work in the content areas (math and reading) in order to be promoted the next grade.

For students in grades K-2 who consistently receive N (Needs Assistance) in the areas of math or reading throughout the school year, the administration will recommend or require one or all of the following: summer work (HCA designed), tutoring, or retention. Students who are recommended for summer work or tutoring must show evidence of adequate progress in order to enter the next grade.

For students in grades 3-5 who receive an overall average failing grade for the year in either reading or math, the administration will require one or all of the following: summer work (HCA designed), tutoring, or retention. If a child

receives a D average for the year, the administration will recommend any of the above options. Students who are recommended for summer work or tutoring must show evidence of adequate progress in order to enter the next grade.

Any student exceeding 15% of the school year in absences may be considered for retention.

#### *Middle School (Grades 6 - 8)*

Students who receive cumulative grades of D or F in a specific academic discipline may be asked to remediate the subject. Depending on the extent of the deficiency, the administration may recommend the following: summer work, tutoring, or retention. Due to lack of attendance, students who are absent more than 15% of school days in a school year may need to repeat the grade. Arrangements for tutoring and summer work must be pre-approved by the school administrator. Students who are recommended for summer work or tutoring must show evidence of adequate progress in order to enter the next grade.

#### *High School (Grades 9 – 12)*

At the high school level, we operate on a semester basis for credit. This means a student must maintain a grade point average of 60 or higher in order to receive semester credit. A student may pass the first semester, fail the second, and still receive only 1 unit of credit even if the two semester grades added together and divided by two equals 60 or more.

A high school student who is absent more than 15 class periods in a semester may not receive credit for that course. Both excused and unexcused absences count toward this percentage of absences. Extensions may be applied for and granted to the student by the principal. Application for extensions must be made in writing to the principal by the parent or guardian detailing the reason for the excessive absences. The school will attempt to notify parents when 10 days have been accumulated. As the number of absences comes close to the 15 day/period limit, a conference between parent(s) and principal will be held to discuss imposed restrictions and/or credit loss.

In addition, the attendance of high school students will be recorded by class periods. A high school student accumulating more than 15 absences in a single course may not receive credit for that course (i.e. a high school student may miss more first-period classes and still receive attendance credit for a full day on the report card. At the same time, he/she may jeopardize receiving credit for that first-period class because he/she has exceeded the limit of absences.)

High school students (9-12) receiving an “F” for a semester grade in required courses, will need to re-take the course. However, any “F” will count as a zero toward the total GPA

#### *HIGH SCHOOL EXAMS*

First semester final exams will account for 10% of the 1<sup>st</sup> semester final grade. Thus, first quarter = 45%, second quarter = 45%, and final exam = 10%. This 1<sup>st</sup> semester grade determines whether or not a student will receive 1 unit of credit for the first semester.

Second semester final exams will account for 10% of the semester final grade. Thus, third quarter = 45%, fourth quarter = 45%, and final exam = 10%. The 2<sup>nd</sup> semester exam shall not be cumulative for the whole year, because the 1<sup>st</sup> semester is officially ended as of the conclusion of the 1<sup>st</sup> semester exam. The 2<sup>nd</sup> semester grade determines whether or not a student will receive 1 unit of credit for the 2<sup>nd</sup> semester. Thus, a total of 2 credits per class may be earned by successfully completing each of 2 semesters for any given year (providing the class meets one period per day 5 days per week).

#### *GRADUATION & COURSE REQUIREMENTS FOR HIGH SCHOOL*

Once enrolled at HCA, students must take all required courses (Bible, English, Science, Social Studies/History, and Math) at HCA. Exceptions may be considered by the administration, upon written request, submitted in advance, and signed by the parent(s).

All required credits/courses must be satisfactorily completed before graduation exercises in order for a student to participate in graduation exercises and/or end-of-the-year senior activities. "Required course" is defined as any course needed to satisfy diploma and/or credit number requirements.

However, the administration is given discretionary authority to permit a student who has not satisfied the above requirements to participate in graduation and/or end-of-the-year senior activities. These discretionary exceptions may be applied to required course(s) failed during the senior year. The maximum number of failed courses allowed under this exception is limited to two.

All required courses failed before the start of the senior year must be satisfactorily completed by the last day of the senior's academic year in order to participate in graduation exercises and/or end-of-the-year senior activities. If a course(s) is failed during the senior year, every effort must be made to retake and satisfy the course(s) requirements before the end of the senior's academic year if at all possible.

Any student who has not satisfactorily completed the graduation requirements will not receive a diploma until such requirements have been satisfied. Those requirements must be completed satisfactorily within two years from the date of graduation.

#### **REPORTING OF ACADEMIC PROGRESS**

There are many ways a teacher communicates academic progress. The more formalized venues of reporting how a student is doing include report cards, progress reports and parent-teacher conferences.

#### *REPORT CARDS*

##### *Kindergarten through grade 2*

In the early grades of the Lower School programs the traditional A – F grading system is not used. Instead, HCA utilizes a developmentally appropriate assessment tool, which is helpful in assisting both the school and home in evaluating key areas of mastery in specific skills.

Parents will receive written reports of student progress at the end of each nine-week assessment period.

### *Grades 3 - 8*

Once students have mastered basic skills during the early years of the Lower School program, assessment focuses on a more traditional approach of evaluation.

Parents will receive written reports of student progress for each of the nine-week grading periods. The reports card will feature assessment data for the following areas: social and emotional growth, character growth, academic strengths and weaknesses, conduct, Bible memory progress, suggestions for improvements, and commendations for excellence. Academic progress will be reported using the following:

A+	98 -100%
A	94 - 97%
A-	90 – 93%
B+	88 - 89%
B	84 - 87%
B-	80 - 83%
C+	78 - 79%
C	74 – 77%
C-	70 – 73%
D+	68 - 69%
D	64 – 67%
D-	60 – 63%
F	0- 59% Failing

A grade of (WI) representing “work incomplete” will be recorded when, under extreme circumstances, the student has not been able to complete the work needed to report progress accurately. All “*incompletes*” must be removed within two weeks of the report card issuance. If the work cannot be made up, the report card will be recalculated reflecting progress at the end of the period without consideration of missed work.

Report cards for grades 9 through 12 will be issued four times throughout the school year (see school calendar for dates).

A student’s grade will be computed on the basis of both written and oral communication, tests in the various subjects and the completion of short and long-range assignments where they apply. Each marking period includes evaluations primarily for that period of study.

### ***PROGRESS REPORTS***

An academic report detailing the progress of each student is sent home half way through each 9-week marking period. Upper School students are not sent progress reports due to all grades being posted on-line for parent examination. However, a hard copy progress report is available to Upper School parents upon request.

### ***PARENT-TEACHER CONFERENCES***

The school and the home form a partnership in the overall education of a child. A critical element in this cooperative effort is frequent and clear communication.

To meet this need, HCA has adopted both a formal and informal system of dialogue.

Parent to teacher communication is encouraged at all times; however, a formalized conference will be scheduled for each child once per year in the fall. Additionally, there will be an opportunity for parents or teachers to schedule a second conference in the spring. Every effort will be made to coordinate siblings' conference times for parents' convenience. School will be released during parent conference days to allow teachers to be available for parents.

## **RETAKEING COURSES FOR HIGH SCHOOL STUDENTS**

### *RETAKEING A PASSED COURSE*

A student who has passed a course at the high school level may retake a course for credit. The grade of the retaken course will be considered with the previous grade, and the higher of the two grades will be used to compute their GPA. A maximum of three semester courses may be retaken.

The adjusted GPA consisting of only two retaken semester courses will be considered with regards to qualifying as a candidate for senior class valedictorian or salutatorian and other academic awards; furthermore, the repeated courses must be retaken at HCA.

The grade of a repeated course will appear on the student's transcript and will be identified as a course retaken.

### *RETAKEING A FAILED COURSE*

High school students (9-12) receiving an "F" for a semester grade in required courses, will be required to re-take the course. Any make-up courses taken, other than at HCA, must be pre-approved through the guidance department. Any "F" will count as a zero toward the total GPA

## **SUMMER SCHOOL**

Summer school is offered through the local public school districts or approved correspondence courses. Summer school courses, whether public or correspondence must be approved in advance by the administration.

Summer school classes are to be taken for course make-up due to failure or specialized classes not offered at HCA. Any exception to this rule can only be made by the administration for highly unusual circumstances.

## **SUPPLIES (SCHOOL SUPPLIES)**

Each student will need some required school supplies. The list can be downloaded from the website. These items should be labeled and brought to school on "Meet the Teacher" Day. The school assumes no responsibility for providing basic school supplies to students.

## **SUSPENSION**

Students may be dismissed from classes due to continuous or severe behavioral infractions.

All work missed must be made up and credit will be given. Tests, reports and projects due the day of suspension are still due that day. Principals will notify student, parents and teachers of any academic penalty incurred by the student.

Please note: Students on suspension cannot attend or participate in any school function during the day or evening of a suspension.

For more information regarding suspensions, please see "Discipline" under the Student section.

## **TECHNOLOGY**

Educational technology is a major component of the entire school program. High school students are required to lease lap top computers for daily use. The Acceptable Use Policy for Internet use is sent home annually for all K-12<sup>th</sup> grade students who are given access to the Internet.

## **TESTING**

### *SCHOOL TESTING*

Objective oral and written tests may be given when a teacher feels that it assists in the assessment and learning process.

### *NATIONAL STANDARDIZED TESTING*

The Stanford Achievement Test will be given each spring to all students through grade nine. Reports of standardized testing will be sent home as soon as they are received at school, but are considered outside of the grade averaging process.

## **TEXTBOOKS**

All textbooks are loaned through the school. Students are held responsible for care and possession of textbooks assigned to them. Non-consumable textbooks are the property of the school and must be covered at all times. Please do not use book covers that adhere to the textbook.

Students are also encouraged to check out library books for their enjoyment and for purposes of completing their studies. Books must be handled with care and respect and should be kept in good condition without added marks or drawings. Parents will be charged the replacement cost for lost or damaged books or school materials. Charges will be added to student accounts and must be cleared before report cards will be released. Once replaced, damaged books will become the property of the family.

If parents would like to obtain home copies of school materials, they may do so at their own expense. This is recommended for students who are struggling, who have defined learning differences which require highlighting in the books, or who are in need of tutoring. Orders for textbooks may be placed with the school office. Please realize that delivery of textbooks orders can take up to 4-6 weeks.

**VALEDICTORIAN AND SALUTATORIAN**

To be eligible for valedictorian or salutatorian, a student must have attended HCA for a minimum of his/her junior and senior years. A student's GPA is used by the school administration to identify candidates for senior class valedictorian and salutatorian. Final determination is based upon academic performance, as well as spiritual qualifications.

**HARVEST CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK  
SECTION 700  
COMMUNITY RELATIONS**

**ADDRESS LISTS**

Addresses and phone numbers of students and/or parents are intended solely for the internal use of HCA families, faculty and staff. Telephone numbers and addresses not found in the school directory are never to be given to anyone without the individual's permission. Please do not use this directory for solicitation or commercial use.

**CHANGE OF ADDRESS/PHONE NUMBER**

Change of address and/or phone number should be reported immediately to the office. It is important to keep the records updated in case emergency notification is required.

**COMMUNICATION WITH SCHOOL PERSONNEL**

School personnel are available for consultation regarding any problem or question that concerns your student. It is the desire of the administration and the faculty to be of service to both parent(s) and student(s). Conferences are welcome and such visits should be made after an appointment is scheduled with the office. Please do not interrupt teachers during a class and be considerate of their time away from school.

All HCA teachers have access to email. Teachers may be reached by typing the first initial of the teacher's name, followed by the teacher's last name, followed by "@harvestchristianacademy.org."

*Biblical Communication*

In light of the principles established in Matthew 18:15-20, Colossians 3:8, and Romans 13:1-2, we would ask that the following guidelines be followed:

1. If a problem concerning your student exists, please contact the teacher.
2. If a matter dealing with school policy exists, please contact the school principal/executive director.
3. Suggested steps to follow in communication:
  - a. Request a conference to be scheduled during school hours.
  - b. Call by phone during school hours.
  - c. Notes are not recommended, but if you must, please send the note in a sealed envelope or use email.
  - d. Every effort should be made to make contact during school hours and school days.
4. Discretion should be used when discussing school concerns with staff.

**CHURCH ATTENDANCE**

For HCA to be successful in its mission and purpose, it is important that the school work closely in conjunction with Christian homes and Bible-believing churches. With this in mind, we ask that all students be faithful in attendance at a Bible-believing church. The administration reserves the right to check with students regarding their faithfulness to

church attendance and/or to check with church personnel concerning the attendance of any family.

## **PARENT INVOLVEMENT**

Parental involvement is a significant aspect of our school program. Parents are encouraged to participate in one of the following organizations:

### *PTF*

Parent Teacher Fellowship, the PTF, is the school's major parent support group. This group serves as a booster club, volunteer organizer, coordinator of school functions, and fundraiser. Revenues from PTFGPA functions are contributed directly to school programs and projects. See "Parent-Teacher Fellowship" below for more details.

### *PARENT VOLUNTEERS*

Parents will be used in a variety of ways during the school year. They will assist teachers with copying, collating, filing, and in the creation of teaching materials. They will help with publishing student work. They also will assist in the office, library, cafeteria, and playground areas.

## **PARENT-TEACHER FELLOWSHIP**

The Parent-Teacher Fellowship (PTF) is an auxiliary organization of parents and school personnel under the general oversight of the PTF Executive Committee, which functions according to school policy. The organization is committed to the Statement of Faith and Educational Objectives of Harvest Christian Academy.

The purpose of the PTF is to promote unity within the body of Christ at Harvest Christian Academy by providing support, encouragement, and help to the faculty and staff; expound the meaning of Christian school education; and securing for children the optimal educational experience available, to the glory of God.

Please see the By-laws of the PTF for a complete explanation of this group's purposes and structure.

## ***VISITORS***

School visitors are limited to:

- Parents and grandparents of attending students
- Guests invited to school for the benefit of students
- Students who may be interested in attending HCA
- Out of town guests of students on pre-arranged visits

Permission to bring a visitor to school must be obtained from the school office on the day prior to the arrival of the guest. Student visitors must conform to a dress code similar to that of the school uniform standards.

Parents and grandparents are always welcome at school. Parents are asked to call to make arrangements for visits so that the teacher may make the necessary preparations.

For safety and security reasons, all visitors will be asked to sign in at the Lower School office and will wear a visitor's nametag while on the campus.

Persons (including parents) coming to the school between the hours of 7:50 am and 3:10 pm are asked to report directly to the school office. This procedure offers a measure of protection from unauthorized people entering the school building. It also provides communication the school needs when for any reason students are picked up during school hours. In addition, classes are disrupted unless messages, forgotten lunches, books, or homework are channeled through the school office.

Parents should limit the number of telephone messages sent to students via the school office. It is difficult to deliver messages to students before 9:00 am and/or after 2:30 pm

#### *STUDENT VISITORS*

Student visitors are welcome if they are considering attending HCA. However, appointments must be made for them to visit. They must meet the dress regulations of the School. They must receive specific permission and obtain a pass from the office.

#### *PARENT VISITS*

Parents are welcome at the school. Upon arrival, parents are asked to report to the office first and not go directly to the classroom. Parents are encouraged to arrange for a private conference by calling the office. Teachers are happy to arrange for conferences with parents at scheduled times.