

**Harvester Christian  
Academy  
Parent & Student Handbook**



**HARVESTER**  
**CHRISTIAN ACADEMY™**

(Updated 8-18)

### **A MESSAGE FROM THE BOARD**

Harvester Christian Academy is committed to providing a quality education that is distinctively Christian. As members of the School Board, we are obligated to parents, students, teachers, and our churches to provide an academy that enhances the intellectual, social, spiritual, and physical development of each student. We are obligated to parents to ensure that they receive a legitimate return on the financial sacrifices they have made to provide a Christian education for their children. We are obligated to students to provide them an educational experience that is superior to what they could receive elsewhere. We are obligated to teachers to maintain a professional environment that compliments the teaching-learning process. We are obligated to the Chapel Hill Presbyterian Church and the other churches represented within our student body to cultivate the appropriate spiritual emphasis. Ultimately, we are obligated to the Lord to be faithful stewards of the opportunities He has given us.

Let us pledge our united efforts to making each year the greatest in the history of Harvester Christian Academy.

Mr. Doug Wilson, Board Chairman

Mr. Paul Hawkinson

Mr. Dan Bartram

Mr. Trent Gilley

Mr. J. R. Miller

Dr. David Hemmings

### **A MESSAGE FROM THE ADMINISTRATION**

Dear Parents and Students,

We delight in the partnership of your family and Harvester Christian Academy. We have determined through our admissions process you are a family who is like-minded spiritually, who is supportive of our philosophy, objectives, and standards of education, and whose students meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Please read the Parent & Student Handbook thoroughly. The Parent & Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students. The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. We

believe you agree with our religious mission and beliefs, and by enrolling your child in our school you commit to support the school in our adherence to them.

If a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statements. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. For this reason, if after your review of the Parent-Student Handbook you are not in full agreement with our doctrinal positions, mission, vision, values, and standards of conduct, it will be best for all concerned if you withdraw your child from our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. As you are in agreement with the teachings of God's Word, our school will complement the beliefs and ideals your child is taught at home. In matters of denominational differences in doctrine that may be tertiary to our core statement of faith (i.e. differences in sacraments, baptisms, confirmations, Bible versions, styles of worship, etc.) our teachers will refer students to their parents and pastors for clarification. Such differences in the body of Christ will be celebrated. We look forward to partnering with you to educate *Minds to Lead and Hearts to Serve*.

Sincerely,

HCA Administration

### **MISSION STATEMENT**

HCA exists to train young men and women who will impact our culture for Christ. The purpose of HCA is to provide Christ-centered discipleship (education) for covenant Christian families. This is done in a challenging academic setting by training the mind to lead and the heart to serve.

### **VISION STATEMENT**

Our graduates will desire to glorify God in all areas of their lives. They will use their minds to lead and will devote their lives to the service of others.

### **PHILOSOPHY OF HARVESTER CHRISTIAN ACADEMY**

Christian education compels students to apply what they learn in the classroom by becoming agents of Christ's Redemption in a fallen world. It guides students as they acquire knowledge, consider how to apply it, and act on it through service. Christian schooling is more about preparing students for life and less about protecting them from life; therefore, effective Christian Schools do not withdraw from culture. Instead, they teach students how to filter their

thoughts about their studies of the world through the lens of Scripture, urging them to consider how they may engage and transform culture. HCA is committed to equipping the hearts and minds of students to impact the world for Christ by educating the whole child (spiritually, intellectually, emotionally, and physically), using God's revelation of Himself in both His creation and His Holy Scriptures.

We believe that true education is the process whereby the Holy Spirit:

- Enlightens the intellect so that the individual comes to understand man, the universe, and the Scriptures as God intends them to be understood, taking every thought captive for Christ, and thereby comes to know God more fully through Christ.
- Enables the will to trust this enlightened understanding and act in a manner that reflects this understanding and God's eternal purpose for man and the universe.
- Enlivens the affections so that the student responds to the revelation of God with reverential fear, love, and humble service through Christ.

Further, we believe that the education process is a shared responsibility, with the primary oversight being the responsibility of the parents. God has called the student to be active, to "gain understanding." Christ has gifted some men and women as teachers. He has given to the church pastor-teachers for the equipping of the saints. He has given elders to the Church who are to cultivate teaching gifts and guard the flock against corruption in doctrine and practice. We believe that only as parents, students, teachers, and church leaders act responsibly in obedience to God's Word and in dependence on Christ will true education take place. Education of our children will be most effective when it is the collaborative effort of the church, the home, and the school.

### **ACADEMIC GUIDELINES**

Harvester Christian Academy is dedicated to maintaining high academic standards within the framework of a comprehensive academic program. The school believes in and is dedicated to preparing young people to be able to serve Christ in all areas of life.

Harvester Christian Academy believes that a Christian atmosphere is of prime importance to all of its students. Therefore, Christ is presented in all classes, and the Bible is the basis from which all instruction generates. It is the policy of Harvester Christian Academy to hold all curriculum materials against the Bible, the Word of God, for measurement. Historical facts are reported as such, and all opinion/interpretation/editorializing must stand the scrutiny of God and His Word. All teachers realize (aside from the Bible) that there is no infallible material, and as such, they must use discretion at all times in the utilization of such material. It has never been the practice of Harvester Christian Academy to support or perpetuate any principles not set forth in the Bible.

Therefore, information and principles in compliance with the Bible are taught, and notions which conflict with Scripture are challenged and designated as error.

## ACCREDITATION

Harvester Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the AdvancEd/Southern Association of Colleges and Schools (SACS).

## ADMISSION TO HARVESTER CHRISTIAN ACADEMY

Attending Harvester Christian Academy is a privilege, not a right. When a student is accepted to attend Harvester Christian Academy, he agrees to abide by the standards and policies set forth by the school.

A student is enrolled at Harvester Christian Academy by his parents or legal guardians. The school regards the parents as having authority over their child with the school providing the academic and spiritual support for the child's development.

Harvester Christian Academy is regarded as a state-accredited school; therefore, we recognize discipline decisions that other school districts impose on their students. Students desiring to transfer to Harvester Christian Academy must complete their discipline requirements before applying to the Academy.

**All new students are placed on probation for the first semester they attend Harvester Christian Academy. As long as a student is enrolled in the Academy, he represents this school both on and off campus. If the testimony of the student is detrimental at any time to Harvester Christian Academy, he may forfeit the privilege of being a student**

## ATTENDANCE POLICIES AND PROCEDURES

Regular attendance is expected as it is essential for a successful school year. The student who is absent misses class instruction and discussion that cannot be made up. Per state requirements a student must be present for the following amount of time to be considered present:

- K-3<sup>rd</sup>: 4 ½ hours Check-in by 10:15.  
Check out no earlier than 12:45
- 4<sup>th</sup> – 6<sup>th</sup>: 5 hours Check-in by 10:15.  
Check out no earlier than 1:15.
- 7<sup>th</sup> – 12<sup>th</sup>: 5 ½ hours Check in by  
10:00. Check out no earlier than 1:30.

Students not present for the required number of hours may not be eligible for exam exemptions and cannot earn recognition for Superior Attendance Awards. The philosophy behind the attendance policy is to train students to become responsible and conscientious adults.

### Excused Absences

A student's absence may be excused for the following reasons:

1. Student Sickness
2. Death in immediate family
3. Medical appointments

4. Other reasons as deemed appropriate by school administrator

Excused Absence Procedure:

Students with excused absences will have one day for each day of absence, to make up their missed work for both tests and homework. If a student misses only the day of a scheduled test, the test can be given the next day. Long-term assignments (those given more than 5 school days in advance of their due date) are due the first day after the due date that an absent student returns to that class. In all cases the student or parents are responsible for arranging the making up of missed assignments.

For extended absence, an alternative make up work schedule may be determined at the discretion of the classroom teacher. In the event of an absence, parents are encouraged to contact the school prior to 9:00 AM to report the absence. Not receiving parental contact on the morning of an absence or not receiving a subsequent note indicating the special nature and dates of the student's absence will cause the absence to be recorded as unexcused.

Planned Absences

Family vacations may be excused when prior, mutually acceptable arrangements are made with the classroom teachers and the school office. When parents take their student on vacations during school time, they must assume full responsibility for securing missed assignments. All relevant information is available on RenWeb. Work obtained before absence is due upon return to school. Any other missed work will follow the Excused Absence Procedure.

Planned Absence Procedure

1. Written notification must be presented to the principal two weeks in advance of the absence for approval.
2. The principal will review the request and the office will notify the parents concerning the request. If approved, the absence will be counted as an excused absence.
3. During Academic Exam Week, Planned Absences will not ordinarily be approved for trips or vacations. Missed standardized tests (PSAT; Stanford; etc.) may not be re-tested because of external deadlines.

Unexcused Absence

Unexcused absences are all other absences that do not qualify as excused absences. Zeroes may be recorded in all classes with unexcused absences and the student will not be permitted to make up for a grade any work that was missed. The student will be expected to make up tests and exams as scheduled, and if they missed test or exams due to an unexcused absence the tests or exams must be taken the day they return to school. Any major assignment due during an unexcused absence is due the day the student returns. Students may receive zeroes for failing to complete the work on time. Students with unexcused absences are to report to the administration for an admission slip to class upon returning to school.

After 4 unexcused absences in one quarter students may be assigned to Saturday school at the expense of the parent and/or student. Saturday school will be scheduled from 8:00 AM to Noon and will incur a \$25 per hour fee being charged to the student account.

### Credit for Classes

Students who attend less than 85 percent of the scheduled school days may not be eligible to re-enroll for the following school year. Students missing more than 15% of the scheduled school days for any reason will likely need to repeat a semester or the entire school year.

All students are limited to a ten-day absence limit per semester, whether excused or unexcused. This does not include school-sponsored trips, which are counted as academic days rather than absences. Excessive absences must be documented with the extenuating circumstances necessitating the absence (medical, family emergency, etc.) and must be submitted to administration.

After five absences a parent and the student may be asked to meet with administration and establish a plan to correct attendance problems. Any student in grades 9-12 having more than ten absences (excused or unexcused) in any class period during a quarter may not receive credit for the class unless a waiver is granted by the headmaster. Students who have exceeded the allowed number of absences must appeal in writing to the headmaster one week after the end of the grading period to receive earned credit. If any absences are unexcused, the headmaster shall determine whether there exist unusual conditions or extenuating circumstances which would require that the provisions of this policy be waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the grading period based on excessive absences. All make-up work must be completed by mid-term of the following quarter. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student may not be allowed to receive credit for the grading period, even if the student has passing grades.

### Tardiness

It is the parent's responsibility to ensure the prompt arrival of students each morning. Tardiness disrupts the instructional flow of the classroom and deprives teachers and students of quality instruction.

Late arriving students must report and sign in as tardy in the school office and provide documentation detailing a reason for tardiness. A student must have written documentation (medical excuse, note from parent, etc.) or communication from a parent (phone or text) with a valid reason for a tardy to be excused.

The following are examples of excused tardy:

1. Unusual inclement weather (heavy rain, snow, ice)
2. Family illness
3. Involvement in a traffic accident or its effects
4. Other reasons deemed appropriate by school administrator

Any student that is not present for the required number of hours will be considered absent. A middle/high student may not enter his/her classroom after 8:00 AM without a pass from the office. An elementary student may not enter his/her classroom after 8:15 AM without a pass from the office.

Consequences of tardiness:

Lower Elementary (K-3)

6 unexcused late arrivals = Parental notification by teacher or administration

Upper Elementary

6 unexcused late arrivals = 1 detention & Parental notification by teacher or administration

Middle/High School

3 unexcused late arrivals = 1 detention

Student Drivers: More than one detention in any nine-week period will mean loss of driving privileges to school for one week.

Leaving School Early

We encourage you to schedule all appointments after school hours. However, if you need to pick up your child during school hours for a medical appointment, you must come to the office to check out your child. If you return him/her to school on the same day, you must check him/her in the office. The student will then receive a check-in slip to give to his/her teacher upon his/her return to class. All absences require a written excuse from a medical professional.

FOR SAFETY REASONS, TEACHERS ARE NOT PERMITTED TO RELEASE A CHILD DIRECTLY FROM THE CLASSROOM. Students must check-out from the office. If a student driver becomes ill at school, the office will telephone parents to receive permission to release the student.

Students are not allowed to check themselves out of school regardless of age. Student drivers who must leave school prior to the set time for their dismissal to attend a medical appointment must provide parent communication/authorization with the school office. This communication must specify the time that the student is to leave school, and the time and place of the appointment. The communication must also inform the school if the student is expected to return to school after his/her appointment.

Any student who is not present for the required number of hours will be considered absent.

A student who leaves the school property without permission from the school office and parent/guardian will be considered truant and will receive Saturday school at the expense of the parent and student (\$25 per hour). Saturday school will be scheduled from 8 AM until Noon.

**BIRTHDAYS**



Birthdays are important events. However, we do not have birthday parties during the school day. A student may with the teacher's permission bring a treat to share with all of his classmates at the end of lunch.

If all students have been included in your child's plans, invitations may be given out at school. ***Otherwise, invitations must be mailed from home.***

### **BUILDING AND GROUNDS**

All school property was provided through the sacrificial gifts and labor of many parents and friends and belongs to the Lord. He gave it to us to use for Him. Realizing this, it is of utmost importance that we work together to keep the property in good condition. All students should observe the following rules:

1. Pick up trash and place it in trash cans.
2. Protect the shrubbery and lawn. Please keep off the grass.
3. Help keep the property in good repair by never defacing or damaging it; report anything that is broken or lost to a teacher or office personnel.
4. Any damage done to the school facilities, caused by improper behavior, will be repaired at the student's expense.
5. Students who willfully damage, deface, or destroy school property will face appropriate disciplinary action and repairs will be made at the student's expense.
6. Students are not to be in locker rooms or gymnasium without permission.

### **CALENDAR**

The school calendar is available online at [www.harvesteracademy.com](http://www.harvesteracademy.com). Calendars are approved by the school board and published in November of each year for the next school year.

### **CAFETERIA**

A hot lunch program is available to students.

1. All food and drink (except water bottles) are to be consumed in the cafeteria.
2. Each student is responsible to be on time to lunch and keep their area clean.
3. Students are to remain in the cafeteria during the entire lunch period, unless granted written permission to leave by a faculty member on duty.
4. Each student may be assigned cafeteria cleaning duty on a rotating basis.
5. All students should leave the cafeteria when dismissed and go straight to their next designated class.

## CHAPEL

Chapel is normally held each Friday. Chapel is a time for worship and praise, thus students are asked to enter chapel in reverence for the God whom we serve. During chapel, there is time for student participation in songs, testimonies, and special music. Special speakers are invited to speak throughout the year. Students are expected to demonstrate courtesy and respect by giving their undivided attention to the speaker during the message. Parents are welcome to attend. Students are encouraged to support peers who perform or speak in chapel with attentive behavior, respectful silence, and words of encouragement following the service. Students are to remain seated until dismissed. No one is to leave the service unless the teacher grants permission.

## GPA CALCULATIONS

**HOPE Scholarship GPA** - all student transcripts (which include standard weight as well as the additional weight associated with AP and dual enrollment) are uploaded to the Georgia Student Finance Commission (GSFC) and they calculate HOPE GPA. Courses included in the calculation are determined by GSFC.

**High school GPA** - all student transcripts report all courses, including college and AP courses, that are used in the overall high school GPA calculation which appears on the RenWeb generated transcript. Per the direction of GSFC, standard, AP and dual enrollment coding and weighting are used. Please note that this GPA is the one you should use for college and scholarship applications.

**Valedictorian and Salutatorian GPA** - Per the direction of the HCA administration, all courses utilized by the GSFC for the HOPE Scholarship calculation will be used to determine GPA for Valedictorian and Salutatorian status. All high school student transcripts will be uploaded to GSFC at the end of each semester, and GPA will be calculated by GSFC. To be considered for Valedictorian and Salutatorian, the student must be enrolled as a full-time student at HCA for three consecutive years in grades 10 - 12 without receiving modifications in the normal HCA curriculum. The student must have taken the most rigorous course of study available, and must have taken and passed Calculus, and Anatomy or Chemistry II or Physics at HCA. Students will be allowed to take additional math and science courses through dual enrollment provided they have taken and passed those courses offered at HCA. (No extra weight will be given to online college courses taken at Truett McConnell College prior to SY 2016-17.) The student with the highest GPA is the Valedictorian and the student with the second highest GPA is the Salutatorian. The GSFC calculations for Total Credits, Total Credits for Rigor, and Total Grade Multiplied by Credits Attempted will be used in the event of a tie. If this does not break the tie, the total number of points accumulated in the courses used by GSFC to calculate HOPE GPA will be used. The Christian character of the Valedictorian and Salutatorian must have been demonstrated during their enrollment at HCA.

*The individual student transcripts generated by RenWeb list the all courses taken while in high school. The transcript includes courses other than core courses that will be used to determine the student's overall high school GPA as well as those courses that the GSFC will use to determine HOPE Scholarship GPA. These GPAs will most likely be different*

*because different courses are used in the calculations for each. For Valedictorian/Salutatorian calculation, the GPA and rank reported on the RenWeb generated transcripts are not correct. The Valedictorian and Salutatorian GPAs are calculated and reported by GSFC, not RenWeb.*

### CLASSROOM ATTENDANCE

1. Students are given five minutes between classes in order to travel to their next class. Students not in the classroom when the tardy bell rings are considered tardy to class and an unexcused tardy will be reported to the office.
2. If a teacher or staff member detains a student, a tardy pass will be issued for the next class and the tardy will be excused.
3. If a student skips a class, disciplinary action will be taken. Any student who misses five minutes or more of class without a pass may be deemed to be skipping and will be reported to the administration.
4. Any student in the building and not in a class must have a pass from his teacher.

### CLOSED CAMPUS

The campus of HCA is closed during school hours (7:30 AM - 6:00 PM) to all outside visitors except those who have immediate business with the school or with Chapel Hill Presbyterian Church. Each guest, parent, relative, and alumnus must, upon approval, go to the appropriate school office to receive a visitor's pass. Anyone found on campus without a visitor's pass will be required to go immediately to the office to obtain a pass.

Only parents and designated adults will be allowed to pick up students. **STUDENTS WILL NOT BE RELEASED TO ANYONE BUT THE PARENT OR A DESIGNATED ADULT.** If there is any doubt on the part of the school, parental permission will be required before a student is released.

Parents who pick up their children before school dismissal **MUST** check in at the appropriate office and have administrator approval to sign their children out.

Extended Enrichment parents may pick up their children after school without a pass but must notify an employee of EE that they are leaving with their child. During the first month of school you will be asked to show identification to pick up your child to ensure the safety of the children.

For reasons of safety and liability, use of church and school facilities by any groups or individuals is restricted during school hours and allowable outside of school hours only by specific permission from the school administration. The school and the church have priority in the use of all facilities and must be consulted priority the scheduling of a group, whether members of the school and church or the community at large.

## **BIBLICAL RESPONSES TO CONFLICT**

Sinners that we are, it is likely that one or the other of us will feel offended or offend someone throughout the course of the year. We offer the following reminders of the Biblical plan for reconciliation:

1. Pray for a fresh application of the gospel for forgiveness to your situation. Meditate upon 1 John 1:1-2:11, 1 John 1:9 and 4:19, and Galatians 6:1-5.
2. Sense the urgency to be reconciled (Ephesians 4:25-27).
3. Ask God to enable you to know and speak the truth. (Ephesians 4:25)
4. Avoid discussing the matter with anyone for any reason other than the people involved. (1Peter 4:8) This would be the sin of gossip.
5. Go privately to the one who offended you or who you have offended and ask to explain your perspective of the matter, trying to avoid judgmental statements about the other. Allow the other person to explain. Be quick to listen and slow to anger (James 1:19-20). Remember your objective is reconciliation, not justification or condemnation (Matthew 5:21-26, 18:15).
6. If necessary, follow the next step of Matthew 18:17. Take a witness (i.e. a teacher or Headmaster/principal) to assist in establishing truth and maintaining objectivity.
7. If necessary, follow the next step of Matthew 18:17. Take the matter to the Church (this is not a “public” announcement) by contacting the School Board chairman to assist in the process of reconciliation.

Jesus indwells His people and has saved them from their inability to be reconciled—He has called us to fellowship. As members of the Harvester Christian Academy family, we agree to attempt to resolve differences with others (parents, teachers, administration) by following the biblical pattern of Matthew 18:15-17. Should parents have unresolved issues with Harvester Christian Academy after utilizing the Matthew 18 Principle in full, the parents and school agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation:

### **Mediation and Binding Arbitration Agreement**

The parties to the agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or any aspect of the family-school relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet *Guidelines for Christian Conciliation*. Consistent with these "Rules," each party to the

agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation, a division of Peacemaker Ministries in Billings, Montana (Phone: 406256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties agree that these methods shall be the *sole remedy* for any controversy or claim arising out of the school-family relationship or this agreement, and they *expressly waive* their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The parties to this agreement have had an opportunity to consult legal counsel before signing a contract with the school for educational services.

### **COURSE CHANGES**

Schedule adjustments will be made within a one-week period at the beginning of the school year. Every effort will be made to give the student the subjects he/she has requested.

All schedule changes are handled by the Academic Advisor. A student must have official permission to change or drop a course. A student may not be dropped from or added to the roll unless permission has been granted by the Academic Advisor.

### **CRISIS MANAGEMENT**

Crisis management plans of action have been developed by Harvester Christian Academy administration and approved by the School Board in order to provide for the safety of our students in the event of a crisis. The plans will be followed by each member of faculty and staff upon notification of a crisis situation by the headmaster or designee. Evacuation drills, severe weather drills, and active shooter/intruder drills are practiced periodically throughout the school year.

### **DISCIPLINE PROCEDURE**

*Parents* have been given the responsibility by God for the education and discipleship of their children. HCA parents confer this authority on teachers and administrators as partners in our covenant community. (Proverbs 22:6)

*Teachers and administrative staff* are responsible to God for the lives placed under their care. They have the authority from the parents to administer discipline within the limits and guidelines of the discipline policy. Furthermore, it is the responsibility of teachers and administrators to work with the parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available for discussion and counsel of disciplinary situations to the parents and students involved. (James 3:1)

*The Administration's* responsibility is to ensure that the guidelines of the discipline policy are being uniformly maintained throughout the school.

*Students* are responsible under God to obey and show respect for teachers and administrators, as they should their parents, and they are responsible for helping to maintain an effective learning environment. (Colossians 1:9-10, 2 Timothy 2:15)

### **Examples of Expected Student Behaviors**

Parents are encouraged to assist HCA in promoting the following specific behaviors then motivating students to own the attitudes that will foster these behaviors.

- Displaying respect for those in authority
- Respecting the rights and property of others (including good stewardship of personal and school property) ●
- Quick obedience when corrected
- A teachable attitude, not one of scoffing or mocking
- Refusal to pick on or bully others
- Honesty
- Sharing
- Kindness
- Diligence
- Patience
- Self-control
- Godly leadership

### **● Elementary Detention**

In 4<sup>th</sup>- 6<sup>th</sup> grades, a teacher or staff member will assign a student detention to be served **after school for 30 minutes** (for 4<sup>th</sup> – 6<sup>th</sup> grades, with a \$5.00 charge). It is **strongly** recommended that the student, not parents, be responsible for the payment of this detention fee. Payment is due at the scheduled time of the detention. *An unexcused missed detention will automatically result in an additional detention and a fee of \$10.00 for Elementary. Two unexcused missed detentions will result in a **one-day suspension** from school. Any elementary student receiving **six detentions in a semester** will be given a **one-day suspension from school**.*

### **MS/HS DISCIPLINARY PLAN OF ACTION**

1. One detention will be administered for every 3 infractions per quarter.
2. Two detentions will result in a parent conference in which we will try and alleviate any further disciplinary issues.
3. Three detentions in a semester will result in an on-campus suspension
4. All disciplinary action taken throughout the day will be recorded in Renweb and a notification will be emailed to the parents.
5. More serious matters will elicit a more immediate and personal form of communication.

**Examples of offenses that will result in infractions**

- Tardy to class blocks 2 - 4 (see attendance for 1<sup>st</sup> block tardy consequences)
- Gum-chewing
- Disruptive behavior during class
- Unprepared for class
- Dress code violation (see dress code section for further details)
- Cell phone violation (as per teacher's instructions)

**Examples of offenses that could result in immediate detention**

- Severe disrespect
- Truancy/skipping class
- Harassing another student
- Cheating

**Misbehavior is a serious matter.** Parents and students should heed intervention as a warning that a problem may exist that could culminate in serious consequences if unattended. Infractions may be issued to students as an initial intervention. **Detention takes precedence over any other scheduled activity.** Excuses for rescheduling may be granted for extenuating circumstances. Excused detentions **must be made up.** Unexcused absences on the day of a scheduled detention will result in an additional detention.

**Middle School/High School Detention**

Detentions will be assigned for the next available day. They will be served on Mondays and Thursdays after school from 3:45-4:45 pm and will be monitored by an administrator or teacher. Coaches will be made aware of the detention so he/she will know that student will be missing a practice or game.

There is a \$15 charge for receiving a detention that must be paid the day you serve. Missing a detention will result in another issued detention. Both will have to be served.

**Any student driver who receives 3 detentions in a 9 week period may have their on campus driving privilege revoked for the remainder of the 9 weeks.**

**Suspension**

Suspension is a severe form of student discipline administered at HCA for students who commit serious offenses (see the list under expulsion) at a lesser degree that may not warrant expulsion. Most suspensions will be on-campus "working" suspensions that will be monitored by staff/administration. If circumstances dictate a suspension from school, the student may receive zeroes in each class missed including daily work and tests. All previously assigned schoolwork will be due the day the student returns to classes.

## **Suspension/Expulsion**

If student behavior is deemed to be so out of accord with the expectations of the school, the Headmaster may suspend or expel the student for the remainder of the school year. Such students are prohibited from attending school events and from school property. Expulsion may result from incidents such as the following:

- Excessive misbehavior
- Sexting
- Bullying
- Possession of pornography, illegal drugs, alcohol, tobacco, firearms or weapons
- Sexual harassment (including remarks and behaviors)
- Sexual misconduct
- Violence, fighting, and/or threatening/intimidating behavior
- Racially inappropriate remarks
- Stealing
- An unteachable attitude
- Behavior that brings disgrace to the name of Christ and to the reputation of HCA (during school or after school, on campus or off campus)
- Parents who are uncooperative in the process of administering discipline
- Any unlawful action (in addition to notifying proper authorities)

## **Sexting**

In keeping with the school's purpose and our responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## **Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.



**Types of bullying:**

Verbal bullying is saying or writing mean things. Verbal bullying may include:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying may include:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying may include:

- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude
- Hitting/kicking/punching

Cyber Bullying involves using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Cyberbullying may include:

- mean text messages or emails
- rumors sent by email or posted on social networking sites
- embarrassing pictures, videos, websites, or fake profiles

**HCA's practices that prevent bullying:**

You shall not take vengeance, nor bear any grudge against the sons of your people, but you shall love your neighbor as yourself; I am the LORD. Leviticus 19:18

Harvester Christian Academy takes a proactive four-pronged approach to the prevention of bullying (Micah 6:8):

1. Supervision – Teachers and adults are made aware of conditions which lead to bullying and work to eliminate these conditions through various methods (I Peter 5:2).
2. Advocacy – All students are empowered to stand up for anyone who is oppressed (Psalm 82:3-4).

3. Empowerment – The “victim” of bullying is taught to understand his value and project a demeanor of assertiveness (Romans 8:39, I Timothy 2:8).
4. Extinction – The “bully” and parents are notified of the offence, the student is counseled, and consequences are applied as needed to eliminate the negative action(s).

Protection of the victim is of utmost importance in all bullying. Special attention must also be paid to the underlying spiritual issues in the heart of the one doing the bullying. Should a student experience or witness bullying, it is imperative that it be brought to a teacher’s or administrator’s attention. A culture of self-advocacy as well as a culture of advocacy for others is necessary in addressing issues related to bullying.

Bullying that takes place on or off school property where a child’s imminent safety or over-all well-being is threatened, is subject to disciplinary action taken by Harvester Christian Academy. Georgia law also addresses the issue of bullying in school and assigns criminal charges for repeated incidents of bullying.

### **Sexual Harassment Policy**

The Sexual Harassment Committee exists of the Headmaster, the Principal, and the Assistant to the Headmaster. Reports of Sexual Harassment of any individual (student or employee) must be reported to a member of the Sexual Harassment Committee immediately after the first incidence of harassment. The Sexual Harassment Protocol will be followed to investigate all incidents of sexual harassment. Appropriate action, including consequences for misconduct, will be taken and a report will be filed if the charge is found to be valid or not. In any case of sexual harassment parents of all involved students will be notified. Law enforcement will be notified if appropriate.

### **Prohibited Articles**

Tobacco in any form, alcoholic beverages, any non-prescription drugs, knives, guns, matches, explosives of any kind, and fireworks are not allowed. The school reserves the right to expand this list at any time. Any unauthorized items found at school will be confiscated. Prescription drugs must be kept and administered by the office.

HCA seeks to produce a Biblical lifestyle that is a reflection of a Biblical worldview. *If any student is discovered on campus in possession of tobacco, alcohol, drugs, pornographic materials, or weapons of any kind, such possession will be grounds for immediate expulsion.*

### **Search and Seizure**

The Administration of HCA reserves the right at any time to search the persons and possessions of all students and visitors on campus or at school sponsored activities off campus. This includes book bags, lockers, cell phones, and cars. Personal searches of individuals will be done by a staff member of the same sex with another staff member as a witness. Any prohibited items found in a search will be seized by the Administration. Depending upon the circumstances, these items may be returned at some later time, not returned, or destroyed at the discretion of the Administration. Possession of

such prohibited items as tobacco, alcohol, drugs, pornographic materials, or weapons, constitutes grounds for immediate expulsion.

HCA will cooperate fully in the criminal prosecution of any student found in the possession of illegal items.

### **Discipline Appeals**

A parent of a student who is suspended or expelled for cause may appeal the suspension or the expulsion (or the length of the thereof) to the Headmaster within ten (10) calendar days of the assignment of the consequence. The appeal must be by letter. The appeal letter must list the extenuating circumstances of the case which warrant an appeal and include a list of potential witnesses (if any) and the family members beside the student who are expected to attend an appeals hearing. The Headmaster has the option of decreasing the consequence upon receipt of the appeal letter. The parent will be contacted should that be the case. If the Headmaster determines the consequence to be appropriate after reading the appeal letter, he will schedule an appeals hearing within five (5) days of receipt of the appeal letter. The Headmaster will contact the parent to inform him/her of the date, time, and place of the appeals hearing and to give a list of any witnesses the administration may call at the hearing. An appeal will not delay or change the beginning date of a suspension or expulsion.

Five faculty members have been identified as members of the Discipline Appeals Committee. For 2018-2019, the Discipline Appeals Committee members are Mr. Jeremy Wilson, Mrs. Carman Redd, Mrs. Barbara Delozier, Mrs. Susan Borland, and Mrs. Shelley Garrett. This committee will hear the facts of the case from both the administration and the parent. The committee will then determine the guilt of the student or innocence (if in question) and if the consequence assigned was appropriate. The committee may decide to decrease, uphold, or increase the length of a suspension or expulsion.

During the appeals hearing the Administration will present its case first to the committee without interruption. In its presentation, the administration may call witnesses (including the suspended/expelled student) and present other evidence to support its finding of guilt and the rationale for the consequence assigned. After any questions are answered by the committee, the parent and student may present their case without interruption by calling witnesses (including a teacher or the administrator) or providing other evidence to support their case. Committee members will again ask questions of any party for clarification.

When the committee feels it has the necessary information to make a decision, both the family and administrator(s) will be dismissed while the committee deliberates. The committee Chair will then record its decision on the Discipline Appeals Committee Decision Form and email copies to the Headmaster, Board Chairman, and parent within 24 hours of the decision. If the new consequence is shorter than the number of days of suspension or expulsion already served, the student's records will reflect the correct number of days (if any).

The decision of the Discipline Appeals Committee is final. There are no appeals to the Board of Education over discipline consequences.

## **Behavioral Probation**

A student may be placed on behavioral probation. Terms of the probation will be established and communicated as appropriate.

## **Expectations of Graduating Seniors**

It is the expectation of Harvester Christian Academy that our graduating seniors continue to represent Christ, their families, and Harvester Christian Academy with good conduct and Christian character well beyond graduation and college. To encourage appropriate behavior and to protect the reputation of the school in our community, Harvester Christian Academy may rescind the diploma earned and awarded to the graduate should the student bring disgrace to the name of Christ or Harvester Christian Academy by committing any negative or prohibited behavior in this handbook until the last day of June following the student's commencement ceremony. The student may appeal the rescinding of his/her diploma under this clause using the Discipline Appeals procedure described above.

## **DRESS CODE**

HCA strives to provide an environment where clothing choices do not distract from learning. The dress code which follows is intended to be a practical, simple, and standardized expression of the principles of good sense, modesty, and appropriateness. The three watch-words regarding clothing should be modesty, decency, and propriety (I Tim. 2:9). The purpose of clothing is modesty—not to draw attention to the wearer (1 Peter 3:3-4). Students dressed modestly will not wear clothing that is gaudy or provocative. Modesty also mandates an avoidance of extreme styles in either clothing or appearance.

While we recognize that the Bible does not give specifics about clothing, some guidelines are clearly necessary in the training of the conscience. The following are in no way to be considered equal to Biblical rules but are simply implemented for the sake of orderliness. Propriety demands that students (and adults) dress in a manner consistent with the environment most conducive to promoting Christ-honoring, Christ-centered education. We do ask parents to remember these principles when visiting the campus during the school days, and to please dress appropriately.

## **GENERAL GUIDELINES**

During the transition in the 2018-2019 school year to a new uniform logo there will be exceptions to the dress code policy issued via email to students and parents. These exceptions will be time specific. The emailed exceptions will be enforced as written.

There are three standardized dress descriptions in the school dress code:

1. **Chapel Dress** – Reserved for Chapel days and field trips to more formal locations (theaters, museums, etc.), this uniform requires a light blue collared pinpoint oxford dress shirt with the HCA logo and may require khaki shorts or long pants (ladies and gentlemen) or skirts (ladies).

2. **Casual Dress** – Most school days are designated as casual dress days. A navy or red collared polo uniform shirt with the HCA logo is acceptable on casual dress days. Pants, shorts, or skirts (ladies) must be khakis.
3. **Spirit Dress** – On Wednesdays students are allowed to wear blue jeans and any HCA spirit wear or HCA logo shirt provided the student has not received a dress code violation in the previous 5 school days.

**Shirts/Blouses:** • Collared uniform polo shirts and blouses must be embroidered with the HCA logo by Harvester’s authorized vendor. These shirts are available in styles and fabrics from our school uniform provider on the school web page in navy or red.

- White collared non-logo shirts are only permitted under jumpers in grades K4-3.
- Spirit shirts are available in many styles, fabrics, and colors. They are available for purchase through the Athletics Department or by participating on an athletic team. Spirit shirts are worn on Wednesdays and on other special Spirit Dress Days as determined by the administration.
- Generally, all shirts should be tucked in by both genders; however, the administration recognizes that different uniform shirts fit body types differently. Students are given some discretion and choice in tucking in shirts if doing so would cause an issue of self-consciousness or a lack of modesty. All shirts with tails must be tucked in at all times (gentlemen). If at any time a staff member asks a student to tuck in a shirt, the student should immediately do so and the shirt should remain tucked in.

Prohibited shirts include shirts without the embroidered HCA logo, oversized shirts (in length or width); shirts with a revealing or low neckline; scoop, sleeveless, strapless or v-neck shirts; form-fitting or tight tops; see-through tops; no outside layering of tube tops, spaghetti straps or tank tops.

**Pants:**

- Uniform, chino, and docker style pants from any retail source may be worn.
- All pants must be solid khaki in an appropriate size.
- All pants must be worn at the hips or waist.
- All pockets should be internal. Cargo style pants are not allowed.

**Shorts:**

- Uniform and Dockers style shorts from any retail source may be worn.
- All shorts must be solid khaki in an appropriate size.
- Walking shorts or long shorts are acceptable (no shorter than 2” above the top of the knee).
- Capris are permissible (ladies) in solid khaki.
- All pockets should be internal. Cargo style shorts are not allowed.

Prohibited pants and shorts include pants and shorts with colors or designs on pockets or legs; jeans of any color (except on Spirit Dress Days); pants with contrasting stitching or rivets; oversized pants (in length or width); oversized

pockets, pants or shorts with frayed hems; cut-offs shorts; gym shorts, sweatpants; plaid pants; tight fitting pants, jeans or shorts.

**Skirts and Skorts (Ladies):**

- Uniform skirts and skorts from any retail source may be worn.
- All skirts and skorts must be solid khaki in an appropriate size.
- The length of all skirts and skorts must be no shorter than 2” above the top of the knee (patella) even when worn with leggings.
- Skirts and skorts may not be tight fitting.
- Dresses with the HCA logo in our school’s designated plaid are permitted for girls in Kindergarten, first, second, and third grades (available from Tommy Hilfiger Uniform).
- Skirts and skorts are permissible for grades K4-12.

**Belts:**

- Belts must be worn with pants and shorts that have visible belt loops.

**Shoes/Leg wear:**

- Appropriate styles of shoes include athletic shoes; dress shoes; and boots.
- Single thong sandals must be leather (Grades 6-12 only).
- Ladies’ solid leggings in white, cream, black, red and navy are acceptable under dress code length skirts and skorts.
- Elementary students are to wear casual, dress, or non-marking tennis shoes. K4-5<sup>th</sup> grade students’ shoes must be closed-toe/closed heel.
- ALL students must wear non-marking tennis shoes in the gym during PE classes.

Prohibited shoes include flip-flops, house shoes, slides, and shoes with heels higher than 2 ½ inches.

**Hair/Headwear:**

- Hats, hoods, sunglasses and other forms of headwear are not allowed in the buildings. Ladies may wear tastefully designed hair bows, barrettes, and headbands.
- Students’ hair must be clean, neat, combed or brushed out of the eyes. Exaggerated styles (tails, uneven cuts, or excessive use of gels, sprays or unnatural color, etc.) are not permitted.
- Hair length for the gentlemen must be above the eyebrows, above the ear lobe and off the collar in the back.
- Gentlemen must be clean-shaven. Beards and mustaches are prohibited. However, it is a senior privilege for boys to have a neatly trimmed beard or mustache.
- Sideburns may not extend below the earlobe.

**Jewelry:**

- Accessories, perfumes, and colognes may not be distracting or disruptive.
- No earrings are allowed for the gentlemen.
- Earrings for girls should be reasonably sized.
- Girls may wear no more than four pierced earrings. Gauges are not permitted.
- Ladies may wear a modest amount of makeup.
- Tattoos and/or body piercings must not be visible.
- Facial piercings are not allowed.

**Outerwear:**

- Students may wear their choice of outerwear to school.
- NO outerwear, unless specified below, may be worn inside the building.
- All outerwear may be stored in lockers, backpacks, or on hooks in the classroom.

Specific outerwear allowed in the classrooms includes sweatshirts, fleeces, and sweaters that are designated spirit wear or have the embroidered HCA logo. Many styles and colors are available from our Athletic Department and uniform vendors (see Authorized Vendor List). Proper dress code must be worn underneath acceptable outerwear. Outerwear is to be removed when students enter Chapel. Covering one's head with outerwear inside a building is not allowed.

**Wednesday Spirit Wear:**

- Wednesday spirit wear is a privilege and not a guaranteed right. This privilege will be rewarded based on the students' ability to follow school policy during preceding five days of school.
- Any student who has a dress code infraction during the preceding five days will not be permitted to wear spirit wear on Wednesday.
- Students choosing not to participate in the Wednesday spirit wear privilege are required to follow the regular Casual Dress policy.

Approved spirit wear is any item purchased from the Athletic Department, HCA activity and student organization shirts, uniform tees, and any HCA athletic team "gear pack" shirt (excluding tank tops or sleeveless shirts).

Spirit wear pants include blue jeans that fit appropriately and do not contain any holes, rips, designs, colors, patches, or frayed edges (color and designs may be on pockets only). Athletic shorts/pants and sweat shorts/pants are not acceptable.

**Game Day Wear:**

The head coach of every sport will designate one day each week as Game Day Wear for the student athletes on his/her team during the season. Game Day Wear will be approved by the Athletic Director and the administration prior to the season's start. Student athletes must be eligible to play in the week's game to be permitted to participate in game day wear.

**Dress Code Violation Policy**

Violations must be always corrected before a student will be permitted to return to class. Work missed during this time will need to be made up. Parents may need to bring a change of clothes to correct the violation.

### Elementary School

- 1<sup>st</sup> Violation: Note entered into Renweb; change of clothing will be required.
- 2<sup>nd</sup> Violation: Note entered into Renweb; phone call to parents; change of clothing will be required.
- 3<sup>rd</sup> Violation: Note entered into Renweb; conference with administrator and parents will be required; change of clothing will be required.
- Continued infractions of the dress code policy may result in suspension or dismissal.

### Violations – Middle/High School

- 1<sup>st</sup> Violation: Note entered into Renweb; change of clothing will be required.
- 2<sup>nd</sup> Violation: Note entered into Renweb; detention will be assigned; change of clothing will be required.
- 3<sup>rd</sup> Violation: Note entered into Renweb; conference with administrator and parents will be required; change of clothing will be required.
- Continued infractions of the dress code policy may result in suspension or dismissal.

### **Other Dress Code Policies:**

- Field trip attire will be dictated by the teacher or sponsor in charge of event with approval of the administration.
- Neat, modest, casual attire may be worn at school games and other extracurricular events.
- Students are never permitted to wear clothing with writing that exhibits innuendoes, sexual comments or implications, alcohol or tobacco product advertisement, music groups that do not reflect a biblical lifestyle, or anything of a questionable nature.
- Other school guidelines are also in effect during extracurricular events (i.e., appropriate skirt or shorts lengths, avoidance of exposed-midriff styles, exposed tattoos, etc.).
- The school may from time to time designate a “dress-down” day when students can wear more casual attire than the four standardized dress descriptions. While the student has choice in clothing articles, colors, prints, etc., the accepted standards of modesty with regard to properly fitting clothing contained within the dress code policy will be observed.

### **Special Events Dress Code**

You will contribute to the success of HCA special events by honoring the dress code policies. It is important that we represent our families, our school and our Lord in a worthy manner. This dress code applies for all student activities including dances, dinners, banquets, Graduation, and drama and choral performances.

The dress code for the Homecoming Dance, the Junior/Senior Prom, and other special events applies to any participant, including non-HCA students. Any specific questions about dress code for a particular event should be directed to the administration.



## **Gentlemen**

- Neat appearance and in good taste.
- Slacks (dress or khaki).
- Button-up shirt (required) and tie (strongly suggested).
- Jacket suggested, but not required.
- Dress shoes with socks (NO TENNIS SHOES, FLIP FLOPS OR SANDALS).

Consequences may be applied for attire deemed inappropriate by a chaperone or administrator.

## **Ladies**

Dresses/skirts must:

- Have a neat appearance.
- Be modest and in good taste.
- Be a maximum of 3” above the knee, including slits.
- Have a neckline that is a maximum of 2” below the collarbone at its lowest point (no plunging necklines).
- No “sweetheart” necklines (does not apply to prom).
- Have a neckline that is straight across in the front (does not apply to prom).
- Have straps (does not apply to prom).
- Be no lower than the mid-back at its lowest open point.
- Not have cut outs.
- ALL prom dresses MUST have prior approval. This also applies to dates of HCA boys.

Consequences may be applied for attire deemed inappropriate by a chaperone or administrator.

## **DRIVER’S LICENSES**

Students will need a verification of attendance from the school before they can apply for an instructional permit or a driver’s license. Requests for these verification forms should be submitted three days prior to the student’s appointment for the driver’s test.

Students who accumulate more than ten school days of unexcused absences in a semester may be ineligible for an instructional permit or driver’s license and students who already possess an instructional permit or driver’s license may have such suspended (O.C.G.A. 40-4-22).

Harvester Christian Academy is approved to teach the Georgia Department of Drivers Services Alcohol and Drug Awareness Program (ADAP) and issue Certificates of Completion to students who successfully complete

the ADAP course in our Health classes. The ADAP Program covers some of the teen driver safety laws and regulations.

## **EVACUATION/BOMB THREAT/LOCK DOWN/SEVERE WEATHER**

### **Fire Drills**

State regulations require that fire drills be held monthly during the school year. The following regulations apply to fire drills:

- To turn in a false alarm is a criminal offense and will result in criminal charges, suspension, and recommendation to the Headmaster that could lead to dismissal.
- Every fire drill is to be regarded as if there were a real fire.
- The signal for a fire drill or actual fire is continuous blasts of a fire horn. In case of a power failure, the administration will use bullhorns/whistles as the alarm signal.
- Fire drills will take place at any time, whether the students are in the gym in assemblies, in the hallways, in classrooms, or in the cafeteria.
- Students are to become familiar with the emergency exit routes. A copy of the emergency exit routes has been placed on the wall near the classroom exit doors in all classrooms.
- All students must vacate the buildings immediately during a fire drill. They must not go to their lockers, and they must leave the buildings in an orderly manner.
- All doors must be closed and lights turned out (except for rooms with no natural lighting). Responsible students may be appointed to complete these tasks.
- Students are to move rapidly, maintain silence and good order in the hallways, and are not to run.
- Students must follow their teachers to the designated areas outside the buildings, answer to roll, and remain in the designated areas until given other instructions by school officials.
- An announcement will be made from the administration as a signal to return to the building. Students are to move quickly, and roll is to be taken again after students are in the classroom.

### **Bomb Threat Drills**

The following regulations apply to bomb drills:

- To make a bomb threat is a criminal offense and will result in criminal charges, suspension, and recommendation to the Headmaster that could lead to dismissal.
- The signal for a bomb threat will be an announcement on the Intercom.
- Students are to move rapidly, maintain silence and good order in the hallways, and are not to run.
- If lights are on, they are not to be turned off. If doors are open, they are not to be shut.
- Students are to bring all items in their possession with them (e.g. book bags).
- No one is to use a cell phone or any electronic device.

- Students must follow their teachers to the designated areas outside the buildings, answer to roll, and remain in the designated areas until given other instructions.
- An announcement will be made from the administration as a signal to return to the building. Students are to move quickly, and roll is to be taken again after students are in the classroom.

### **Active Shooter and Intruder Drills**

All students and staff will be trained in techniques for responding to an active shooter scenario.

### **Severe Weather Drills**

Severe Weather drills will be held periodically during the school year as directed by state regulations. The signal for a severe weather drill or warning will be an announcement on the intercom by an administrator.

## **EXAM EXEMPTIONS FOR SENIORS**

To be exempt from second semester final is a senior privilege. Any senior may be rewarded with exemptions from second semester finals if the following criteria are met for the school year:

1. The student may not accumulate more than four absences from the class.
2. The student must maintain a 90% or higher grade for semester 1 and semester 2 to be eligible to exempt the final exam in May.
3. The student may not accumulate more than four unexcused tardies to the class.
4. The student may not receive any disciplinary referrals to the office from the class.
5. The student must be clear of textbooks, library fines and any financial obligations to be exempt.

Absences for documented health care appointments for which a student has made up the required work are counted as absences for the purpose of determining exemptions under this policy.

A total of two discipline referrals to the office shall make the student ineligible for an exam exemption in any course.

Students will be notified by each teacher of their exemption status.

A student who meets the exemption requirements for a class may choose to take the exam regardless of his/her grade in a particular class. However, if he/she takes the exam, the grade will be counted and averaged with the semester grades in order to determine the final course grade.

Parents have the option of choosing not to have their child exempt from final exam(s). If a parent chooses this option, then they must inform the school in writing.

Administration has the discretion to make exceptions to the exam exemption guidelines based on extenuating circumstances related to attendance, grades, and student behavior.

### **SEMESTER FINALS**

Semester finals are required for all students in grades 9 – 12. Therefore, semester finals will be administered in all high school core courses at the end of the first and second semester.

Only seniors that meet the senior second semester final exam exemption requirements will be exempt from final exams. The following policies will apply to exams:

1. Comprehensive finals are worth 10% of the semester grade.
2. Exam periods will be approximately two hours in length.
3. Students will not be allowed to leave the room during the exam time except in the case of an emergency.
4. Students must take their exams in the assigned exam periods. Conflicts will be resolved by the principal.
5. Personal conflicts that require an exam to be taken at a time other than the scheduled exam period must be approved by the principal. A \$50.00 fee will be assessed for each approved make-up exam.

### **EXPECTED STUDENT OUTCOMES**

1. Articulate the Biblical themes of creation, fall, and redemption/restoration and how these Biblical themes inform one's understanding of the history, fine arts, and literature of mankind.
2. Recognize that mathematical and scientific concepts are human abstractions of a universe that glorifies the God of order and design that accordingly demonstrate competence and wise stewardship.
3. Identify and describe key historical events and recognize that God providentially directs human history.
4. Demonstrates Biblical discernment in researching, reading, evaluating and communicating information.
5. Develop the skills and desires necessary for life-long learning and the pursuit of higher education in any institution appropriate for academic abilities and a sense of God's direction and calling.
6. Recognize the complexities of other cultures in order to attain global vision of Church.
7. Identify and steward God-given individual talents, abilities, health, possessions, environmental and spiritual gifts.
8. Serve in church, community, and civic activities.

### **FIELD TRIPS**

A Parent/Guardian Field Trip Permission Form must be on file for each student attending a field trip. Students must meet eligibility requirements for attending individual field trips and must obey instructions from sponsors and chaperones while on a field trip. The Code of Student Conduct is in effect during all field trips. Students must pick up all their trash as they leave the bus upon returning from a field trip. Students must complete work assigned by the sponsor as part of the field trip activity. Such work will be included in the teacher's evaluation of students' progress. Alternative assignments may be given to students who do not attend the field trip. Students are responsible to tell all their teachers when they plan to be

out of class for a field trip. Students are responsible to make up any work missed in their classes due to being on a field trip.

### **GRADING SYSTEM**

Academic grades are reported to parents every nine weeks for grades 1-12.

Semester averages for MS and HS are calculated as follows: quarter 1=45%, quarter 2=45%, final exam=10% for a total of 100% for the semester 1 final average. quarter 3=45%, quarter 4=45%, final exam=10% for a total of 100% for the semester 2 final average.

Academic awards are determined by the semester one stand-alone average, quarter three average and the quarter four midterm progress report average.

The grading scale is as follows:

A 90 -100

B 80 - 89

C 70-79

D 65 - 69

F Below 65

Dual enrollment letter grades issued by our partnering colleges will be converted numerically as follows:

A = 99

B = 89

C = 79

D = 69

F = 64 and below

### **GRADUATION REQUIREMENTS**

Bible - 4 credits

English - 4 credits

History - 3 credits

Math – 4 credits

Science - 4 credits

Health & PE -1 credit (.5 each)

Foreign Languages - 2 credits

Electives - 4 credits

Total 26 credits

In addition to the required credits a senior must have taken both the SAT or ACT college acceptance tests and have three scores directly reported to HCA and recorded by an announced deadline of their senior year. Seniors must also have completed a minimum of three college applications by an announced deadline and acceptance to one college by an announced deadline of their senior year to be eligible to graduate. Periodic meetings with the Academic Advisor are mandatory. An extension of this deadline will only be approved by the Headmaster if there are extenuating circumstances. Deadlines are announced at the beginning of each school year.

As a college preparatory school, HCA is committed to encouraging our students to apply for scholarships and be accepted to multiple colleges. Underclassman should be aware that the school will be increasing the graduation requirements each year.

### **HALLWAYS**

To be out of the classroom during class time, a student must have in his/her possession a properly completed and signed pass. Students without possession of hall passes will be referred to the Administration. Unauthorized student possession of hall passes is cause of disciplinary action.

Procedures in Hallways:

- Students are not to run in the hallways.
- Students are not to throw paper, drink cans, and other trash on the floor.
- Students are not to tamper with fire extinguishers, exit signs, etc.
- Students are to refrain from inappropriate displays of affection.
- Students are not to engage in unnecessary boisterous, yelling, unacceptable language, etc.
- Students must obey instructions from faculty members on duty in the halls.
- Students must have a legitimate pass whenever they are in the hall, outside, etc., after the tardy bell has rung.

## HEALTH AND MEDICAL INFORMATION

Students must take any medication directly to the school office upon entering school grounds. The student must also have a note from a parent to carry prescription or non-prescription medication with them to school that day. This includes aspirin or Tylenol. If a student needs to take medication of any type during school hours, the medication must be dispensed in the office by a designated school personnel. All medications should be sent to the office in the original container containing the necessary dispensing information. (A form for this information can be obtained from the office.) Students should remain home if they have a temperature of 100 degrees or higher. All students must be fever-free without taking medication (Tylenol or Ibuprofen) for 24 hours before returning to school. Students must also be free of vomiting and diarrhea for a full 24 hours before returning to attend classes. Parents, please help us eliminate the spread of illnesses by keeping your child at home for an adequate length of time.

## HOMEWORK

Homework is an important part of the educational program and is an extension of classroom instruction. It is important for students to complete their own work in order for an accurate evaluation of a student's progress. Homework should be viewed by student and parents as an opportunity to work together toward a common goal. While a parent should never do the student's work, the parent should feel free to act as tutor and guide.

The following is offered as a homework guideline.

- K-4-1<sup>st</sup> grade 25 min. per night
- 2<sup>nd</sup> grade 25 min. per night
- 3<sup>rd</sup> grade 30 min. per night
- 4<sup>th</sup> grade 40 min. per night
- 5<sup>th</sup> grade 50 min. per night
- 6<sup>th</sup> grade 1 hr. per night
- 7<sup>th</sup>/8<sup>th</sup> grade 1.5 hr. per night
- 9<sup>th</sup>/12<sup>th</sup> grade 2 hrs. per night

### Missing Homework

Submitting quality work on time is our expectation for students. To ensure that a pattern of non-completion of work does not occur, consequences are available to the teacher to be used at his/her discretion. Please see the individual teachers' course syllabi for specific classroom policies.

When a student does not complete an assignment, a missing or incomplete grade is entered in Renweb and an email is automatically sent to the parents.

## LOST AND FOUND

All personal items need to be marked. Students who find lost articles are asked to take them to the office. Students are not to leave property in the hallways or restrooms. Students may check the lost and found between classes only. Lost articles which are not claimed will be donated to charity on the last day of each month. Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

### **PERSONAL ELECTRONIC DEVICES**

Personal electronics (cell phones, iPods, laptops, electronic tablets, digital cameras, etc.) can easily become distractions in the classroom. For this reason, personal electronics are to be kept off and away during classes. Personal electronics may be used as powerful tools for learning. For this reason, teachers have the discretion and authority to allow their use during instruction. The scope and duration of the instructional use of personal electronics are defined and communicated by the teacher and is limited to that purpose and period only. Students are expected to follow the directions of the teacher. Students who violate this policy will be subject to disciplinary action (infractions), the confiscation of the electronic device, and the potential loss of privilege of bringing personal electronics to school. In the event that a teacher confiscates a personal electronic device, such as a cell phone, the teacher and the school take NO responsibility for loss, theft, or damage to the property. See the Personal Property policy below. A student may lose the privilege of possessing a personal electronic device at school if he/she allows the device to become a distraction in or out of the classroom, violates the school's electronic acceptable use policy, or is found to be in violation of the school's sexting or electronic bullying rules.

### **PERSONAL PROPERTY AND LOSS**

HCA, the administrators, staff, and faculty take no responsibility for the personal property of any student or parent. All items brought to school are the property of their owners who assume all risk for damage or loss of the property. This applies to toys, cell phones, school supplies, and other articles that are confiscated because of a rules violations or distraction to a student or class. While HCA values the property of others and seek to ensure the safe return of articles to students or their parents, it cannot be responsible for personal items.

### **PHONE PROCEDURES**

Students may not make or receive personal phone calls. Students may use the telephone in the office for necessary calls. The secretary will place the call for the student. Phone messages can be taken by the school office and will then be relayed promptly to the student. Please do not sent text messages to students or call them on their cell phones during school hours.

### **PHYSICAL EDUCATION**

MS/HS students will be allowed the privilege to use the locker rooms to change before PE class. Attire includes t-shirts (not torn), shorts (finger-tip length or longer) which are modest and allow for movement without being revealing, and non-marking tennis shoes.



A student may be excused from physical activity a maximum of two consecutive days with a written note from home. The third consecutive day of such a disability may be excused only if prescribed in writing by a physician.

### **PROGRESS REPORTS AND PARENT CONFERENCES**

Progress reports are available on RenWeb and are issued mid-quarter. Report cards are issued at the end of each quarter.

Parents may request a conference at any time. These should be scheduled by appointment. Parents are encouraged to communicate with teachers before or after school regarding the progress of their student. However, should an issue arise requiring extended discussion or concentration; parents are requested to schedule an appointment. In consideration of the teacher's commitments during the school day, parents are asked to refrain from lengthy discussions that may interfere with the teacher's instructional schedule. Remember that when you meet a teacher in the hall, in his/her classroom or in the parking lot, he/she has many children and responsibilities on his/her mind. You are concerned about your child, but the teacher must be concerned with all of the children in his/her care. Please do not attempt impromptu hall, parking lot, or carpool line conversations with faculty.

### **SAFETY PROCEDURES**

#### **Drop-off and Pick-up**

Transportation is the responsibility of the parents. HCA must be notified of any carpooling arrangements and/or changes in who will pick up a student. Students MAY NOT be released to anyone but the parent(s) or legal guardian without prior written approval.

#### **Drop-off and Pick-up Times**

Half Day 4 year old students (K4): 8:15am–12:15pm

All Day K4, Kindergarten, and First grade: 8:15 am – 2:35 pm

Second and Third grade: 8:15 am – 2:55 pm

Fourth through Sixth grade: 8:15 am – 3:10 pm

Middle school and high school students: 8:00 am – 3:30 pm

#### **Drop-off**

(Elementary) Elementary class begins at 8:15 each morning. Students are not allowed in the school building prior to 7:50 AM. Students who are dropped off prior to 7:50 AM will be supervised by the early morning teacher in the gym. There is no adult supervision available prior to 7:30 AM. Parents are encouraged to drop their child(ren) off at the designated

points rather than walking them into the building. (Middle/High School) Middle and High School classes begin at 8:00 AM.

Students should report to first class between 7:45 AM and 8:00 AM. Middle and high school students arriving before 7:45 AM will be supervised in the classroom designated for early arrivals in the middle school or high school building. Middle and high school students should not arrive to school before 7:30 AM. There is no adult supervision available prior to 7:30 AM. Any students needing to drop off sports equipment may do so in the gym and then report directly to the middle school/high school building until dismissed to their first class.

## **Pick Up**

(Elementary) Since dismissal is a very busy time, children need to be quiet and attentive to hear their names when called. Parents with multiple children must pick up at the carpool for the time indicated for the OLDEST child. Students who are not picked by 3:35 will be escorted to Extended Enrichment and the parent will be charged the cost of the E.E. services.

### **Elementary Pick Up Procedures:**

- Parents must display the student's carpool number prominently or they **MUST** park and report to the office to have their child called.
- No parent will be allowed to park and pick up their child directly from the carpool line. They must report to the office to pick up their child outside of the car.
- Parents should pull down to the designated spot indicated by the loading teachers.
- Parents should remain in their car while the child is loaded by the teacher, and if they need to fasten a car seat, they should pull out of the carpool line to do so.
- Parents who arrive early for pick-up will be asked to circle around until the dismissal time of the OLDEST child.
- For the safety of our students, parents **SHOULD NOT** pull out of the carpool line until the car in front of them has moved.

(Middle/High School) Students must use caution and safety when leaving the buildings.

**FOR SAFETY CONCERNS DO NOT PARK ACROSS THE DESIGNATED CROSSWALKS. PARENTS ARE REMINDED NEVER TO ALLOW YOUR CHILD TO WALK BETWEEN VEHICLES UNACCOMPANIED BY AN ADULT.**

**DO NOT PARK AND BLOCK TRAFFIC IN ORDER TO "RUN INTO THE BUILDING" OR TO SPEAK WITH SOMEONE**

**DRIVERS ARE ALSO REMINDED TO OBSERVE THE SPEED LIMIT AND OTHER TRAFFIC RULES ON CAMPUS.**

Both arrival and dismissal are very busy times, requiring the full attention of faculty and staff. Therefore, impromptu conferencing is not allowed. If you need to speak with your child's teacher or a staff member, please set up an appointment through the office. Teachers feel very strongly their mission to serve the parents of their students, so please do not put them in the awkward position of having to remind you of this procedure.

### **SEVERE WEATHER**

If circumstances arise that necessitate the unexpected closing of the school, parents will be notified via email/phone/text. If weather conditions call for the closing of Douglas County Public Schools, HCA may close school.

#### **Inclement Weather - Learn at Home Policy**

In the event of a physical school closing due to inclement weather, Harvester Christian Academy will provide assignments for students to complete at home. As completion of these assignments is required and count as instructional minutes, it is unlikely there will ever be a need to make up an inclement weather day. In the event of a full day school closing:

- The teacher will email and/or post on his/her web page or RenWeb learning assignments by 10:00 AM for each class or subject regularly scheduled for that day.
- The class or subject assignments will require the student to engage in learning for no less than half the regularly scheduled number of minutes for that class or subject.
- Each assignment will be a substantive learning activity which will require the student to engage in two or more of the following: thinking, reading, responding, writing, practicing, analyzing, creating, evaluating, and making practical applications.
- If the teacher assigns written work (essays, discussion questions, worksheets, etc.) to be completed, the student should submit the work the same day or on the next school day in class. The student should submit completed assignments by following the direction of the teacher.
- The teacher will make reasonable accommodations for power outages, lack of supplies, online connectivity, etc. with a note of explanation from the parent.
- All written assignments or confirmation of completions must be submitted to the teacher no later than three days after the student's return to class or the student will be marked absent (unexcused) for the inclement weather school day.
- Teachers have the option of grading any work assigned on a Learn at Home day. Assessments and tests may be assigned.
- The teacher may include a parent confirmation statement with an assignment to ensure the work was completed under the supervision of the parent and that the work was that of the student.
- If possible, each teacher will be available for questions via email or phone until 2:00 PM on the Learn at Home day and will publish his/her preferred method of communication with the assignment directions.
- Should the inclement weather prevent a teacher from posting an assignment online on a Learn at Home day, the teacher will assign the work as soon as possible or upon return to school (whichever comes first) and give a reasonable deadline for the completion of the assignment.

Inclement weather days are acts of God. Their very nature disrupts routines and derails plans. For these reasons the teachers, parents, and students must work together in a spirit of cooperation to ensure that instructional time is maximized and we are meeting state requirements for the number of instructional minutes required.

### **STATEMENT ON MARRIAGE, GENDER & SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.) We believe that in order to preserve the function and integrity of Harvester Christian School as the local Body of Christ, and to provide a biblical role model to the Harvester Christian School members and the community, it is imperative that all persons employed by Harvester Christian School in any capacity, parents, and others who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Harvester Christian School.

### **STUDENT DRIVERS**

Students are permitted to park on campus as a matter of privilege, not of right. Students parking on campus must obey all parking and traffic rules while driving on campus.

1. Student drivers must register their vehicle in the High School office. Each will be assigned a student parking space. The student should only park in his/her assigned space.
2. Students may not go to their car during the school day without permission from an administrator or faculty member. Any student going to a car during school hours without permission from an administrator or faculty member will be considered as having left the campus and the matter will be handled accordingly.
3. The speed limit is 8 miles per hour. Always be aware of the possibility of children darting out from between parked cars.
4. Absolutely no reckless driving allowed.

5. Items that are illegal for students to possess at school are also illegal to be kept in a student's car while the vehicle is on campus. Likewise, items that are prohibited at school by rule are prohibited to be in a student's vehicle while on campus or at any school event, on campus or off campus.
6. Driving privileges may be restricted or revoked at the discretion of the administration.

The driver/owner of any vehicle will be responsible for the use of his/her while on campus and subsequently for a violation of the above rules and regulations by persons other than himself/herself if the offense is committed with, or in, his/her vehicle.

Parking and traffic violations on campus shall be subject to one or more of the following consequences:

1. Temporary suspension of parking on campus
2. Permanent suspension of parking on campus
3. Detention
4. Suspension
5. Impounding of vehicle per county ordinance

## TRANSCRIPTS

Completed Transcript Request Forms for students withdrawing or transferring from HCA should be submitted to the main school office. Transcript Request Forms for official senior transcripts to be sent to college for admissions purposes should be submitted to the HS office:

- There is no fee for unofficial transcripts sent prior to Commencement.
- One unofficial transcript will be provided to the graduate upon request.
- One final, official transcript will be sent to the university/college the graduate chooses to attend after Commencement.
- There is a \$5 fee for every other transcript requested after Commencement.

**Transcripts will not be released if any tuition and/or fees are due. Also, athletic uniforms and all school books and library books must be turned in to the school before transcripts will be released.**

**Final transcripts for graduating seniors will be held until all of the above is reconciled.**

## TRANSFER CREDITS FOR HIGH SCHOOL STUDENTS

A maximum of eight credits per academic year will be considered for transfer credit. A maximum of two credits will be considered for summer school transfer credit. An accredited program is one recognized by a regional or state accrediting agency.

Coursework from non-accredited or homeschool programs is subject to review, validation, and acceptance.

### **VOLUNTEERS**

Harvester Christian Academy enjoys unwavering support from our parent and student volunteers. We often seek help in the organization and implementation of fundraisers. Fundraiser monies are always placed into accounts owned and managed by HCA. This assures our families that the funds are always accounted for using the highest accounting standards, that all appropriate sales taxes are paid, and that the funds are used for the purpose stated in the fundraiser advertisement. It is the function of our HCA administration to assign volunteers to assist in fundraising. We do not authorize or practice the use of parent groups such as the Parent Teacher Fellowship or the Athletic Boosters to manage school funds. All parents and staff are automatically members of the Parent Teacher Fellowship and the Athletic Boosters, and are encouraged to assist the school in our efforts to offer high quality programs at HCA.

### **WITHDRAWAL PROCEDURES**

The necessary withdrawal form (obtained from the school office) must be completed and signed by the parent. All accounts must be current before school records will be released. The processing time for release of records after withdrawal is two weeks. Please be reminded that tuition is assessed through the end of the month following the month of notification of cancellation of the enrollment contract. Enrollment fees and deposits are non-refundable.