

HARVEST CHRISTIAN ACADEMY



**BOARD POLICY MANUAL
2020-2021**

A ministry of Harvest Bible Chapel

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 0.0.0 ~ LEADERSHIP AND MINISTRY STRUCTURE**

LEADERSHIP and MINISTRY STRUCTURE

0.1.0 NAME

The name of the school is Harvest Christian Academy, hereafter known as HCA.

0.2.0 CORPORATE STATUS

HCA is a ministry of Harvest Bible Chapel (“HBC”). The school operates under the authority and governance of HBC and its Elder board. HCA is organized under HBC’s Illinois corporate not-for-profit and HBC’s 501c(3) with the Internal Revenue Service, as an assumed name.

0.3.0 AUTHORITY OF BOARD OF ELDERS

The Executive Committee (“EC”) of the Board of Elders of HBC is the governing corporate body who is the ultimate authority over all HBC ministries, including HCA. The EC entrusts the Chief Operating Officer of HBC with administrative oversight of the Superintendent and the school including:

- Adoption of an annual School budget
- Staffing oversight of faculty and administration
- Special acts of finance.
- Maintains all ECFA standards of financial care and oversight.

0.4.0 FIDUCIARY

The Superintendent shall develop policies that steward funds and resources in a manner consistent with HBC and the Scriptures and to do so in a way that is above reproach.

0.5.0 EXECUTIVE

The school’s Superintendent, is the chief administrative leader of the school and has the responsibility for the operation of the school. He reports to the Chief Operating Officer of the Executive Leadership Team for HBC and operates the school according to its policies.

The Superintendent shall prepare guidelines and policies for the faculty, administrative staff, and Advisory Council, which are consistent with the policies of the school. The Advisory Council is led by the Superintendent and consists of parents serving in a volunteer advisory role to provide feedback and recommendations to the Superintendent at the request of the Superintendent.

0.6.0 LEGISLATIVE

The Superintendent shall review and/or adopt policies for the organization and operation of this school. The Superintendent shall keep the Chief Operating Officer regularly apprised of any policy changes.

0.7.0 HIRING AND RELEASE OF THE SUPERINTENDENT

The Chief Operating Officer of HBC, in consultation with the Board of Elders has the authority to hire and dismiss the Superintendent at will.

0.8.0 EVALUATION OF THE SUPERINTENDENT

An annual written evaluation of the Superintendent's job performance will be performed solely based on school Superintendent's job description, goals and organizational operation within the boundaries established in school policies.

The Chief Operating Officer will complete this evaluation.

0.9.0 STATEMENT OF FAITH

HCA's Statement of Faith is consistent with the Statement of Faith found in the HBC By-Laws. Each employee of the school, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the Statement of Faith

0.10.0 MISSION

The mission of Harvest Christian Academy is the same as Harvest Bible Chapel, to glorify God through the fulfillment of the Great Commission (Matthew 28:19-20).

Our obedience to this mission is the foundation of every Harvest ministry. From worship services to Children's Ministry, Student Ministry, and Adult Ministry, our chief aim is to make authentic disciples of Christ who follow His ways in their Worship, their Walk and their Work.

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SECTION 1.1.0 ~ ORGANIZATION POLICY**

AGREEMENT WITH THE CHURCH'S STATEMENT OF FAITH

1.1.1 STATEMENT OF FAITH

As a church-related entity, it is important that all school employees clearly identify and understand the basic theological beliefs that serve as the foundation for the school's view of central spiritual issues. The HBC Statement of Faith clarifies these core beliefs. Each employee of the school, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the Statement of Faith (below).

THE SCRIPTURES

We believe the sixty-six books of the Old and New Testaments to be the full record of God's self-disclosure to mankind. Different men, while writing according to their own styles and personalities, were supernaturally moved along by the Holy Spirit to record God's very words, inerrant in the original writings. Therefore, those applying themselves to study its literal, historical-grammatical context can accurately understand God's Word. Scripture is fully trustworthy as our final and sufficient authority for all of life (2 Timothy 3:16-17; 2 Peter 1:20-21).

THE TRIUNE GOD

We believe in the one living and true God, eternally (John 17:3) existing in perfect unity as three equally and fully divine Persons: the Father, the Son, and the Holy Spirit (Matthew 28:19-20). Each member of the Godhead, while executing distinct but complementary roles in redemptive history, has precisely the same nature, attributes, and being, and is equally worthy of the same glory and honor and obedience (John 1:1-4; Acts 5:3-4).

GOD THE FATHER

We believe God the Father created all things in six literal days for His glory according to His own will (Revelation 4:11), through His Son, Jesus Christ. He upholds all things by the Word of His power and grace, exercising sovereign headship over all creation, providence, and redemption (Colossians 1:17, Hebrews 1:3).

GOD THE SON

We believe that Jesus Christ, the eternal Son, moved by love in accordance with the will of the Father, took on human flesh (John 1:1, 14, 18). Conceived through the miraculous work of the Holy Spirit, He was born of the virgin Mary. He, being fully God and fully man (John 14:8-9), lived a sinless life and sacrificially shed His blood and died on the cross in our place accomplishing redemption for all who place their faith in Him. He arose visibly and bodily from the dead three days later and ascended into heaven, where, at the Father's right hand, He is now Head of His Body the Church, the only Savior and Mediator between God and man, and will return to earth in power and glory to consummate His redemptive mission (1 Timothy 3:16).

GOD THE SPIRIT

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ during this age. He convicts the world of sin, righteousness, and judgment. He draws the unredeemed to repentance and faith, and at salvation imparts new spiritual life to the believer, bringing that person into union with Christ and the Body of Christ. The Holy Spirit sanctifies, seals, fills, guides, instructs, comforts, equips, empowers, permanently indwells at salvation, and bestows spiritual gifts to the believer for Christ-like

living and service (John 16:8; 13:15; Titus 3:5; Ephesians 1:22; 4:11-12; Romans 8:9-17; 12:4-8; 1 Corinthians 3:16; 12:4-5, 11-13, 19; Galatians 5:25; Hebrews 2:1-4; 2 Corinthians 12:12).

MANKIND

We believe that God created mankind—male and female—in His own image and likeness, free of sin, to glorify Himself and enjoy His fellowship. Tempted by Satan, but in the sovereign plan of God, man freely chose to disobey God, bringing sin, death and condemnation to all mankind. All human beings, therefore, are totally depraved by nature and by choice. Alienated from God without defense or excuse, and subject to God's righteous wrath, all of mankind is in desperate need of the Savior (Genesis 3:1-6; Romans 3:10-19; Romans 1:18, 32).

SALVATION

We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as the substitutionary atonement in our place, and that salvation is found in none other than Jesus Christ. Before Creation, God chose those who would be saved and granted this unearned grace solely based on His sovereign good pleasure. Jesus Christ's death on the cross was the sole and complete payment for sins, fully satisfying God's righteous wrath, for each person that turns from sin in repentance and places their faith in Christ alone by grace alone. At salvation each person is made a new creation by the Holy Spirit, declared righteous before God, and secured as an adopted child of God forever. Genuine faith continues in obedience and love for Jesus Christ with a life eager to glorify God and persevere to the end (Romans 8:37-39; 2 Corinthians 5:21; 1 Corinthians 12:13).

THE CHURCH

We believe that upon placing one's faith in the Lord Jesus Christ as Savior, the believer is made part of the Body of Christ, the one universal Church, of which Jesus Christ is the Head. The Scriptures command believers to gather locally in order to devote themselves to worship, prayer, teaching of the Word, fellowship, the ordinances of baptism and communion, service to the local body through the development and use of talents and spiritual gifts, and outreach to the world to make disciples (Ephesians 1:22-23; Acts 2:42-46; 1 Corinthians 14:26; Matthew 28:18-20). Wherever God's people meet regularly in obedience to this command, there is the local expression of the Church under the watchful care of a plurality of elders. A church's members are to work together in love and unity, intent on the ultimate purpose of glorifying Christ (Ephesians 4:16).

BAPTISM AND COMMUNION

We believe that Christian baptism is a public declaration of the believer's salvation in Christ, identifying with Christ in His death, burial, and resurrection symbolized by immersion in water. The Lord's Supper is the united commemoration by believers of Christ's death until He comes and should be preceded by a careful self-examination (Acts 2:41; Romans 6:3-6; 1 Corinthians 11:20-29).

MISSIONS

We believe it is the aim, duty, and privilege of every believer and local church fellowship to glorify God by responding as active participants in the Great Commission call of Jesus Christ to go and make disciples of all nations. We believe the primary focus and priority of this call is centered on efforts that establish, strengthen, and reproduce biblically-based churches, which will then plant churches that plant churches for future generations and God's glory.

THINGS TO COME

We believe in and expectantly await the glorious, visible, personal, pre-millennial return of the Lord Jesus Christ. The blessed hope of His return has vital bearing on the personal life, service, and mission of the believer (1 Thessalonians 4:13-18). We believe in the bodily resurrection of both the saved and the lost. The lost will be raised to judgment and experience eternal wrath in hell. The saved will be raised to eternal joy in the new heaven and new earth in the manifested presence of God (Acts 1:3, 9; Hebrews 7:25-26).

CONCERNING CONDUCT

The Bible teaches that all believers are saints, set apart unto God and are thus responsible to live in such a manner as not to bring reproach upon the Savior and Lord (Romans 2:1-2; 1 Peter 1:14-19; 2 Timothy 2:19; Titus 2) lest the Word of God be blasphemed (1 Timothy 6:1; Titus 2:5). As Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, and accept as our responsibility the duty and privilege of bearing the Gospel to a lost world (1 John 2:3; Colossians 3:1; Matthew 28:19-20). A victorious and fruitful Christian life is possible only for those who have presented themselves wholly to Christ and walk by the power of the Holy Spirit. The Spirit-filled life is the normal Christian life to be expected of all believers. (Romans 12:1,2; Galatians 5:16; Ephesians 5:18; Romans 6, 7).

CONCERNING SEPARATION

Because of God's holy nature and a believer's high calling, Scripture teaches and commands personal and ecclesiastical separation from religious apostasy (2 John 7-11; Romans 16:17; Titus 3:10), from all sinful actions that reflect willful or continued disobedience to the Word of God (2 Thessalonians 2:15; 3:6, 14-15; 1 Corinthians 5). This does not include separation from unbelievers who need the Gospel of Jesus Christ, nor does it include brothers and sisters in Christ who are walking in doctrinal or behavioral error but not under church discipline.

CONCERNING MARRIAGE AND SEXUALITY

Scripture clearly teaches that God is the sole authority in matters of marriage and sexuality for all people, and that marriage involves the sacred joining together of one man and one woman in faithful, permanent union (Genesis 2:18-24; Matthew 19:1-9; Mark 10:1-10; 1 Corinthians 6:9-20; Hebrews 13:4). God states in the Bible that he hates divorce (Malachi 2:16) and Scripture states that He intends the marriage union to last until one of the spouses dies (Genesis 2:24; 1 Corinthians 7:10-13). Sex is a gift from God to be enjoyed solely within this God-ordained marriage relationship, and God has clearly and expressly commanded abstinence from any form of sexual or intimate activity outside of this context, prohibiting as "sexual immorality" activities related to, for example: lustful thought, adultery, fornication, pornography, homosexuality, bisexuality, or polygamy (Leviticus 18; Matthew 5:27; Matthew 15:9; Romans 1:18-32; Romans 13:13; 1 Corinthians 5; 1 Corinthians 6:9-20; Galatians 5; Colossians 3:5; 1 Thessalonians 4:3-7; Hebrews 13:4; Jude 1:7).

Disobedience in these matters is sin, although it is no more or less offensive to God than any other sin (Romans 6:23a; 1 Corinthians 6:9-10; Galatians 5:19-21; Ephesians 5:3-5; Colossians 3:5-19), and Scripture is clear that God provides redemption, healing, freedom from the power of sin, and restoration to all who would turn from sin and embrace Jesus Christ by faith (Acts 16:31; Romans 1:16; Romans 6:23b; 1 Corinthians 6:11, Ephesians 2:1-10, Titus 3:3-7). Harvest Bible Chapel will love, disciple, exhort and patiently assist men and women repenting of sin and fighting sexual temptations of all kinds (1 Corinthians 10:13, Hebrews 2:17-18; Hebrews 4:14-16), and its firm conviction on Scripture's clear teaching on marriage and sexuality will not serve as grounds for bigotry, harassment, or fearful or hateful speech or action, which are forbidden by God and ineffective at producing change (Leviticus 19:17-18; 1 Corinthians 1:18-31; 1 Corinthians 2:1-5; Galatians 3:1-3; Ephesians 4:31-32; Colossians 4:5-6; 2 Timothy 2:24-26; James 1:19-21, 26; 1 Peter 2:1)

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MISSION AND PURPOSE

1.2.1 HCA MISSION STATEMENT

Harvest Christian Academy exists to glorify God through the fulfillment of the Great Commission (Matthew 28:19-20); to partner with the church and home to teach and admonish students to think and act Biblically in all matters of life; to integrate faith and knowledge by the authority and wisdom of God's Word; to prepare students for a lifetime of devotion to Christ.

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PHILOSOPHY

1.3.1 EDUCATIONAL PHILOSOPHY

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

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

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

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

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

feel, and Biblical signature. HCA commits itself to the philosophy of Biblical integration as a major component of its educational theory.

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CORE MODEL

1.4.1 CORE MODEL

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

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

Outstanding Academic achievement - School, by definition, requires a focus on the development of the mind through the study of academic disciplines. However, this challenge should not be viewed as a threat to compromise the Christian faith, but rather as an opportunity for spiritual growth. Christian education need not fear knowledge, but rather accept the challenge of submitting knowledge to a Biblical worldview. What we discover through scholarly inquiry into created order will not conflict with what God provides through the specific revelation of His Word. *HCA embraces the importance of a strong academic program as an opportunity for the integration of faith and learning. (Colossians 3:16a)*

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

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

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EIGHT DISTINCTIVE BELIEFS

1.5.1 EIGHT DISTINCTIVE BELIEFS

- A commitment to the Bible as the final authority in all matters.
- A commitment to thorough and purposeful integration of Biblical principles in the teaching of all academic disciplines.
- A program that strives to equip students for great success in higher education
- An emphasis in intentional discipleship through instruction, mentorship, counseling and prayer.
- A faculty characterized by a growing walk with Christ, expressed in a life that is increasingly glorifying, growing, gracious, generous and grateful.
- An embrace of Kingdom responsibility and opportunities for growth through service.
- A surrender to the authority of the local church

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JOB DESCRIPTIONS

1.6.1 SUPERINTENDENT

The Superintendent is regarded as the chief administrative officer of the school and is charged by the Elders with the responsibility for the operation of the school. He is responsible to operate the school according to the approved policies and philosophy approved by the Elder Board.

The Superintendent should hold an advanced degree with graduate training in administration, supervision and curriculum development, and be certified by the Association of Christian Schools International (ACSI) in Christian school administration. (ACSI certification requires training in biblical studies.) He should be a person with proven spiritual, moral, academic, and leadership qualities to direct the total ministry of the school. (Genesis 41:33-41). A Superintendent who is not fully prepared academically, but has been appointed to that position, should be committed to a personal in-service program to remove each deficiency.

Responsibilities include:

In addition to the following areas of responsibility, the Superintendent shall carry out any other duties, as assigned by the Elder Board.

- Coordination of the Total Program-
The Superintendent shall prepare the school calendar, plan and administer faculty and staff orientation, and meet regularly with school personnel, the chief operating officer of HBC and the Elder Board when necessary.
- Procurement and Supervision of Personnel-
The Superintendent shall ensure that procedures are in place to research, interview, and hire the teaching and administrative staff. He will employ substitute teachers and support staff as needed. He has responsibility for the supervision of all administrative, academic, secretarial, and non-instructional personnel. He will appoint qualified members of the staff to assist with supervision of school personnel. The Superintendent is also responsible for dismissal of staff, when necessary, and documentation of the reasons for dismissal.
- Supervision of Curriculum-
The Superintendent shall ensure that procedures are in place for the development and coordination of curriculum. His supervision of the instruction process will allow the Assistant Superintendent, principals, directors, department heads, and teachers to function freely within the realm of their job descriptions in order that students' learning opportunities will be maximized.

- **Budget Formation and Control-**
The Superintendent shall do preliminary work with the business department, teachers, department heads, directors, and principals to prepare an annual budget for the consideration of the Elder Board and/or its designee. As a part of the budget planning, he will recommend the tuition rate and a salary range for the staff. He and the church business office will approve expenditures within the approved budgeted total and provide a written financial statement or receipts and expenditures on a monthly basis.
- **Long-Range Planning and Development-**
The Superintendent shall develop plans for developmental programs in curriculum, building, equipment, and staffing as part of a strategic long- range plan for the total development of the school. He shall initiate new programs as needed and as approved by the Elders.
- **Student Admissions and Control-**
The Superintendent shall oversee student admissions and shall work closely with school personnel in the selection of students within guidelines of school policy. He will establish a program of prospective student interviews and testing. He shall regulate and enforce discipline in accordance with the school policy and faculty manual.
- **Parent Organizations-**
The Superintendent shall work closely with school-sponsored parent organizations to ensure programs that meet the needs of the school families and to encourage strong spiritual leadership within the organization.
- **Public Relations-**
The Superintendent shall work closely with the Administration team and staff members in planning and carrying out an effective program of presenting the school to the public.
- **Spiritual and Academic Leadership-**
The Superintendent is to be a person of prayer and Bible study and is responsible to the Elders for the spiritual and academic leadership of the school.
- **Building, Furniture, and Equipment-**
The Superintendent shall ensure that there is an environment conducive to good learning, and that there is sufficient furniture and equipment to support classroom needs in providing quality education.

1.6.2 OTHER JOB DESCRIPTIONS

The Elder Board authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the school.

Revisions to other employee job descriptions shall be reviewed with the employees affected prior to their use. Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

Employees will be evaluated, at least in part, against their job descriptions.

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SCHOOL CALENDAR

The Elder Board recognizes that the preparation of a calendar for the instructional program of the school is necessary for orderly educational planning and for the efficient operation of the school.

2.1.1 ANNUAL PREPARATION

The Superintendent shall annually prepare and submit a school calendar to the Elder Board. The approved calendar shall contain the following provisions.

2.1.2 LENGTH OF SCHOOL YEAR

The total number of days when the schools will be in session for instructional purposes shall be no fewer than 176 days or 880 clock hours of instruction (lunch, recess, and passing times excluded).

2.1.3 MAKEUP DUE TO LOSS OF SCHOOL DAYS

All days lost due to snow, fire, epidemics, health conditions, etc. that bring the total number of instructional days to less than 880 clock hours of instruction must be made up. Exceptions to this policy may be granted by the Elder Board under extraordinary circumstances which include but are not limited to situations wherein local school districts receive a waiver from the Illinois State Board of Education (ISBE).

The Superintendent is responsible for disseminating the information on the calendar to the school population.

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SCHOOL DAY

2.2.1 SCHOOL SCHEDULE

The Elder Board authorizes the school day to be arranged and scheduled by the administration. The Superintendent is responsible for creating a schedule of the school day that optimizes learning with the fewest possible interruptions and maximizes available resources within the limitations of school facilities and the program of Harvest Bible Chapel.

2.2.2 CLOSING OF SCHOOL

The Superintendent may close the school, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

He shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

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EMERGENCY PREPAREDNESS

- 2.3.1 The Elder Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.
- 2.3.2 The Superintendent shall develop procedures for the handling of emergencies, which include a plan for the prompt and safe evacuation of the school. This system of emergency preparedness shall ensure that: The health and safety of students and staff are safeguarded; minimum disruption to the educational program occurs; students are trained to respond sensibly to emergency situations.
- 2.3.3 All threats to the safety of school facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.
- 2.3.4 The Administration team shall conduct an annual review and updating of the protocols and procedures in the HCA Crisis Plan (required by the ISBE), including the review of HCA's compliance with the school safety drill requirements (required by the ISBE).

This annual review will be conducted by the Superintendent and the Administration Team. A report of this annual review will be submitted to the State Fire Marshall's office and kept on file in the school.

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CONTROL OF CASUAL CONTACT, COMMUNICABLE DISEASES

The Elder Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to efficient school operation.

For purposes of this policy, “casual-contact, communicable disease” shall include chicken pox, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Illinois Department of Public Health (IDPH) and the Kane County Health Department.

2.4.1 In order to protect the health and safety of the students, school personnel, the community at large, and the administration shall follow all ISBE requirements for immunizations, physical, dental and vision examinations, including the Kane County Health Department’s recommendations for controlling communicable disease spread through normal interaction in the school setting.

The school requires of each new employee evidence of freedom from communicable disease, including tuberculosis. This evidence shall consist of a tuberculin skin test and, if appropriate, an x-ray not more than 90 days preceding the date on which the report of the test results is presented to the school’s Superintendent.

2.4.2 The Superintendent or his designee may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the nurse is not present in the building when the decision needs to be made.

2.4.3 The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- instruction of professional staff in the detection of these common diseases and measures for their prevention and control
- removal of students from school property to the care of a responsible adult
- preparation of standards for the readmission of students who have recovered from casual-contact, communicable diseases
- filing of reports as record of illness.

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CONTROL OF NONCASUAL CONTACT, COMMUNICABLE DISEASES

The Elder Board seeks to provide a safe educational environment for both students and staff. It is the Elder Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the School examined by an appropriate panel of medical personnel and that the concerns of both the affected individual and those of other staff members and students will be acknowledged and respected.

The purpose of this policy is to protect the health and safety of the students, school personnel, and the community at large, from the spread of noncasual-contact, communicable diseases.

2.5.1 For purposes of this policy, "noncasual-contact, communicable disease" shall include but is not limited to:

AIDS - Acquired Immune Deficiency Syndrome
ARC - AIDS Related Complex; persons infected with HIV (human immunodeficiency)
Hepatitis B
other like diseases that may be specified by the State Board of Health.

2.5.2 The Elder Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or school employee (current or prospective) may be infected with a noncasual-contact, communicable disease, the Superintendent shall immediately convene a review panel consisting of the chief operating officer, Administration team and the school nurse.

2.5.3 The Superintendent or his designee shall also consult with either the infected person's physician and/or the Kane County Health Department to determine if the initial evidence warrants exclusion. The administration will also seek legal counsel necessary to make an informed decision.

2.5.4 If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment unless there exists exposure to casual-contact, communicable diseases that pose a threat to the person's health or safety.

2.5.5 If the Superintendent determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

2.5.6 When the Superintendent learns that a current student may be infected with a noncasual contact, communicable disease, the aforementioned panel will be convened within forty-eight (48) hours. The panel may be expanded to include the physician treating the child and the local health officer.

2.5.7 The risk and benefit to both the individual infected with a noncasual contact, communicable disease and others will be weighed in this process by the panel. The panel will make a recommendation to

the chief operating officer. His decision concerning expulsion or retention will be based on, but not limited to, whether or not the individual is otherwise qualified to remain actively involved in the school program, and whether or not the individual may represent a health danger to himself, or an increased risk to others with whom the individual may have contact. They will weigh evidence of behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. Each case will be considered on an individual basis. The recommendation for action will be given immediately to the Elder Board.

- 2.5.8 Since the diagnosis of the presence of a noncasual contact, communicable disease generates fear from others in contact with that person, all HCA personnel will be sensitive to the need for confidentiality and the right of privacy. The number of personnel who will be advised of any particular individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission may increase.

The school will not release or disclose publicly information regarding whether or not an individual has a noncasual contact, communicable disease without the written consent of the student and/or his parents or legal guardian. The Superintendent will keep on file any such permission for release.

- 2.5.9 It is the policy of HCA for the administration to educate faculty and staff on how to best implement mature, rational, and Scriptural responses to the aforementioned policy in advance of any possible situation. The education will focus upon the Christian's responsibility for his/her own health and the health of others as well as the Christian's responsibility to reflect compassion and concern.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 2.6.0 ~ GENERAL OPERATIONS POLICY

CONTROL OF BLOOD-BORNE PATHOGENS

The Elder Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. Therefore:

2.6.1 The Superintendent shall implement administrative guidelines which will:

- identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials
- provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with federally-mandated scheduling;
- ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment
- establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure
- provide for record-keeping of all of the above which complies with both Federal and Illinois State laws
- oversee the development an exposure control plan.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 2.7.0 ~ GENERAL OPERATIONS POLICY**

TRANSPORTATION FOR SCHOOL-SPONSORED TRIPS

- 2.7.1 It shall be the policy of the Elder Board to use regular or special-purpose vehicles for transportation on field and other school-sponsored trips.
- 2.7.2 Since Harvest Bible Chapel nor Harvest Christian Academy own vehicles that transport students, the transportation for all field and other school-sponsored trips is to be by vehicles specifically designed to transport students; driven by properly licensed and insured drivers. The Elder Board authorizes the Superintendent to enter into contract with a transportation service (charters, buses, vans, etc.) for the purpose of transporting students for school-sponsored activities.
- 2.7.3 The School shall also assume the transportation costs for all other mandatory trips including co-curricular, athletic, and other extra-curricular trips.
- 2.7.4 Transportation may be limited by the availability of vehicles, drivers, and scheduling.
- 2.7.5 All field trips shall be supervised by members of the staff. All other school-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the school and while they are waiting for rides home.
- 2.7.6 All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent to allow an exception. This allowance should be initiated by the parent and not the teacher, coach, or staff member.
- 2.7.7 Students not affiliated with the trip activity, non-HCA students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval from the administration.
- 2.7.8 It is expected that no student will drive on any school-sponsored trip during school hours. An exception may be made by the administration on an individual basis provided the parents have sought written permission with the administration. Likewise, students should not be driving with other students on school-sponsored activities during school hours, unless granted by the administration after procuring written parental permission.
- 2.7.9 The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with all traffic laws and in compliance of policy on use of School vehicles and/or use of private vehicles.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 2.8.0 ~ GENERAL OPERATIONS POLICY**

TRANSPORTATION BY PRIVATE VEHICLE

While the Elder Board discourages transportation of students in private vehicles, practical common sense application may become necessary. Therefore, the Elder Board authorizes the transportation by private vehicle of students of HCA under the following conditions:

- 2.8.1 Any such transportation must be approved in advance by the administration in accordance with the administrative guidelines.
- 2.8.2 The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.
- 2.8.3 Persons approved for the transportation of students in a private vehicle shall be an employee of HCA or a parent of a student enrolled in HCA and the holder of a currently valid license to operate a motor vehicle in the State of Illinois.
- 2.8.4 No person shall be permitted to transport students without possessing automobile liability and personal injury insurance in the amount required by law.
- 2.8.5 Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the licensed State.
- 2.8.5 The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers are requested to report student misconduct to the administration.
- 2.8.6 Expenses incurred by HCA staff members who are drivers of private vehicles in the course of transporting students may be reimbursed by the School at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 2.9.0 ~ GENERAL OPERATIONS POLICY**

INSURANCE

2.9.1 Harvest Bible Chapel shall purchase the type and amount of insurance necessary to protect the School from major financial losses.

2.9.2 Insurance purchased shall include, but need not be limited to, the following:

- fire and extended coverage on buildings and contents
- comprehensive bodily injury, property damage on church-owned vehicles
- worker's compensation coverage

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 2.10.0 ~ GENERAL OPERATIONS POLICY

INDEMNIFICATION

- 2.10.1 It is the policy of the School to carry liability insurance protection for employees, volunteers, student teachers, and parent organizations.
- 2.10.2 It shall be the policy of the school to defend any employee of the school in any suit arising out of the performance of duties for, or employment with, the school, except in the case of a civil rights suit as discussed below, provided the Elder Board determines that such action was taken in good faith. The intent is to save any such employee harmless from any liability, cost, or damage in connection therewith, including but not limited to the payment of any legal fees, except where such liability, cost, or damage bad faith of such employee, or is a claim or judgment based on his/her malfeasance in employment.
- 2.10.3 If a present or former employee of the School is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of his/her employment or duties which violates the civil rights laws of the United States, the school shall pay any judgment, compromise, or settlement of the claim or suit when the Elder Board determines that paying the judgment, compromise or settlement is in the best interest of the school. The school shall also pay all costs and fees incurred by or on behalf of any such employee in defense of any such claim or suit.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 2.11.0 ~ GENERAL OPERATIONS POLICY

AFTERCARE AND BEFORE CARE SERVICES

- 2.12.1 Harvest Christian Academy will provide an Aftercare and Before care service for before school and after school hours, as deemed necessary by the Superintendent. The administration will annually set the rate charged to parents, as well as the hours of operation based upon need.
- 2.12.2 The Superintendent is responsible to set parameters for the Aftercare and Before care program and make them known via the administrative guidelines.
- 2.12.3 All personnel working for the Aftercare and Before care program must be approved by the Principal. If an individual is hired that is not on staff, this individual must go through the HBC hiring process before he/she works in this program.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.1.0 ~ BUSINESS OPERATIONS**

BUDGET PLANNING

Harvest Christian Academy's operational and educational plan is reflected in its budget. Each year, the Elder Board will cause to have prepared and then review and approve the budget of the School.

- 3.1.1 The Elder Board is charged with the fiduciary oversight of HCA. Accordingly, the Elder Board must approve annual and amended budgets.
- 3.1.2 The budget shall be designed to carry out HCA's operations in a thorough and efficient manner, maintain school facilities properly, and honor continuing obligations of the school.
- 3.1.3 The proposed budget requires the critical analysis by members of the school's administrative staff and chief operating officer prior to approval. Once adopted, the budget deserves the support of all members of the Elder Board regardless of their position before its adoption. The Elder Board directs the Superintendent to present the budget to the Elder Board or their representative, along with all available information, in sufficient time for proper review and discussion.
- 3.1.4 When presented to the Elder Board for review and/or adoption, the proposed budget shall include, as appropriate:
 - the budget for the current year
 - the proposed expenditure in each financial category for the ensuing year;
 - the actual expenditure and the approved budget in each financial category for the previous year;
 - an explanation of each item of expense proposed for the ensuing year;
 - the sources and amounts of anticipated revenues.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.2.0 ~ BUSINESS OPERATIONS**

BUDGET IMPLEMENTATION

- 3.2.1 The Elder Board places the responsibility of administering the budget, once adopted, with the Superintendent.
- 3.2.2 Listings of expenditures, appropriate financial reports, and budget comparison reports shall be made monthly and kept by the Superintendent.
- 3.2.3 The control process is defined as the identification of variance from planned performance, evaluation of the significance of this variance, determination if any corrective action is necessary, and implementation of the measures required to meet anticipated expenditures as spelled out in the budget.
- 3.2.4 The Superintendent shall be authorized to proceed with making financial commitments, purchases, and other expenditures within the limits provided in the budget and limitations stated in School policies.
- 3.2.5 The Chief Operating Officer of Harvest Bible Chapel must first approve financial commitments made outside the limits of the budget.
- 3.2.6 If during the fiscal year, it appears to the Superintendent that actual revenues are less than estimated revenues, the Superintendent shall present to the chief operating officer recommended amendments to the budget designed to prevent expenditures from exceeding revenues.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.3.0 ~ BUSINESS OPERATIONS**

PURCHASING

- 3.3.1 In the interests of economy, fairness, and efficiency in its business dealings, the Elder Board requires that: an opportunity be provided to as many responsible suppliers as possible to do business with the School ; a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
where the requisitioner has recommended a supplier, the School Superintendent may make alternate suggestions to the requisitioner if, in his judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
unless otherwise permitted by the Superintendent no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without gaining prior approval by the administration.
- 3.3.2 Purchases and payments shall be confined to items provided for in the annual budget unless approved by the Chief Operating Officer of Harvest Bible Chapel. However, the Superintendent may authorize expenditures from whatever contingency fund is provided in the annual budget so long as such authorizations are within the limits established and approved by the Elder Board.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.4.0 ~ BUSINESS OPERATIONS**

VENDOR RELATIONS

- 3.4.1 The School shall not enter a contract knowingly with any supplier of goods or services to this School under which any Elder Board member, officer, employee, or agent of this School has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in this school.
- 3.4.2 All sales persons, regardless of product, shall clear with the Superintendent before contacting any teachers, students, or other personnel of the School. Purchasing personnel shall not extend any favors to vendors.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.5.0 ~ BUSINESS OPERATIONS**

PAYMENT OF CLAIMS

- 3.5.1 The Superintendent directs the prompt payment of legitimate claims by suppliers of goods and services to the School.
- 3.5.2 Each bill or obligation of this school must be itemized fully and verified before approval is made.
- 3.5.3 When an invoice is received, the HCA business office shall verify that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the school's budget and funds are available for its payment, that the amount of the invoice is correct, and a proper signature approval appears on the invoice.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.6.0 ~ BUSINESS OPERATIONS**

PAYROLL AUTHORIZATION

The most substantial payment of funds for the operation of the school is that which is made to the employees of the school for services rendered. To ensure that each person so compensated is validly employed by this school and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

- 3.6.1 Employment of all school personnel must be approved by the Superintendent.
- 3.6.2 The Superintendent shall annually submit to the Chief Operating Officer a list of all faculty and staff members which the schools intends to employ or reemploy. This list shall include the name of the individual; the position title; and the compensation to be paid as prescribed in a contract, or by a wage guideline.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.7.0 ~ BUSINESS OPERATIONS**

PAYROLL DEDUCTIONS

3.7.1 The Superintendent authorizes that certain deductions may be made from an employee's paycheck upon proper authorization on the appropriate form. Deductions may be made for but not limited to:

- Federal and State income tax;
- Social Security;
- County income tax;
- Medicare
- Retirement Fund (403(b) contribution);
- Medical/dental plan contributions
- U.S. Savings Bonds;
- savings in a chartered credit union or bank;
- HCA tuition;
- Group insurance plan

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.8.0 ~ BUSINESS OPERATIONS**

SYSTEM OF ACCOUNTING

- 3.8.1 It is the policy of the school that a chart of accounts be established in accordance with proper accounting procedures.
- 3.8.2 The Church business office shall be responsible for the proper accounting of all school funds. The Church business office shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.
- 3.8.3 A report of the revenues and expenditures in all budgeted fund(s) shall be given to the Superintendent on a monthly basis and filed for safe record keeping.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.9.0 ~ BUSINESS OPERATIONS**

TUITION INCOME

- 3.9.1 The Superintendent shall make recommendation to the Elder Board for the assessment of tuition for attendance at Harvest Christian Academy by students whose enrollment has been approved by the school.
- 3.9.2 Tuition rates shall be approved at or near the time of the ratification of the annual budget. A tuition schedule will be made available before the beginning of the school year or before the student's attendance commences.
- 3.9.3 The Superintendent shall provide the Chief Operating Officer with pertinent material that would better prepare an Elder Board member for responsible and informed debate on the subject of tuition rates. This material might include, but is not limited to:
- Tuition surveys from other Christian schools
 - Salary and tuition information from local public schools
 - Trends and tendencies locally, regionally, and nationally.
- 3.9.4 When deciding and recommending tuition rates for the ensuing year, the Superintendent will keep in mind the following considerations:
- The full cost of educating students at HCA
 - Reflection of core values of the school
 - Strategic goals set at the administrative level
 - The overall financial health of the school
 - Sensitivity to the financial needs of school families
- 3.9.5 The School Board has approved the following for discounted tuition:
- Members of Harvest Bible Chapel
 - Multiple children from the same immediate family attending HCA
 - HCA employees
 - HBC employees

The rate of discount shall be stated in the School's administrative guidelines.

If a church or school employee qualifies for a tuition discount under two or more of the guidelines as outlined above, then the greatest discount will be granted.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.10.0 ~ BUSINESS OPERATIONS**

COLLECTION OF TUITION INCOME

- 3.10.1 The Superintendent is given the responsibility to collect tuition revenues on a timely basis. This plan of collection should be detailed in the administrative guidelines and carefully followed.
- 3.10.2 The church business office shall keep the Superintendent informed of the tuition income on a regular basis.
- 3.10.3 The Superintendent shall be kept regularly apprised and be given a regular and detailed accounting of tuition accounts in arrears.
- 3.10.4 School tuition may be paid in several different installments including:
- A one-time annual payment due August 1st.
 - Two equal payments per year due August 1st and January 1st.
 - Ten equal monthly payments with the first month's tuition due August 1st and ending May 1st.
- 3.10.5 Any exceptions to the above-mentioned payment schedules must be approved by the Superintendent and the Director of Admissions.
- 3.10.6 Accounts not paid by the 10th of the month will be assessed a late fee, which is established annually by the Superintendent.
- 3.10.7 If a family falls 30 days behind in tuition payment without contacting the Superintendent, the Superintendent will contact the family with a letter in an attempt to work out an acceptable payment plan. If tuition payment falls 60 days behind at any point during the school year the student(s), except for extenuating circumstances, may be removed from school. The Superintendent is to discuss with the church business office any accounts that are 60 or more days behind.
- 3.10.8 Accounts must be cleared at the end of the school fiscal year. The family with students who wish to enroll for the next school year, but whose account is more than 30 days in arrears may not be considered for reenrollment for the next year until the account is current. This would mean their child(ren) would lose their chronological place on any given class list, and in the event of a full class, their student(s) would go to the waiting list(s). The Superintendent, in consultation with the Chief Operating Officer and church business office, may grant exception to the above policy, due to extenuating circumstances.
- 3.10.9 In an effort to encourage school families to meet their financial obligations, seniors graduating with past due tuition balances will not receive their diplomas until all accounts have been settled. Students transferring to other schools who have past due accounts will not have transcripts or records forwarded until all accounts are settled, and transcripts of seniors going on to college will not be sent until all financial obligations have been met. Any exceptions to the above policy must be agreed upon by the Superintendent, the Chief Operating Officer and the church business office.

- 3.10.10 Students transferring to other schools during the course of the school year must have all accounts paid in full before transcripts or records are forwarded to the new school. Any exceptions to the above policy must be discussed and agreed upon by the Superintendent, Assistant Senior Pastor and church business office. In the event that a student transfers during the course of the year, the business office will determine the total amount of tuition owed to the school by establishing a ratio between the number of days the transferring student was matriculated or intending to matriculate and the number of school days in one year. This configuring would also apply to students that are enrolled in the school after the beginning of the school year. Students withdrawing from the school before the end of the school year will also be assessed a cancellation fee per student. The administrative guidelines will give details of this assessment. Any exceptions to the above policy must be discussed and agreed upon by the Superintendent, Chief Operating Officer and church business office.
- 3.10.11 No student/family will be reimbursed for time the student was not in school due to sickness, vacation, etc.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.11.0 ~ BUSINESS OPERATIONS

BAD CHECKS

- 3.11.0 When the school receives a check from a student or parent that, when deposited, is returned marked “insufficient funds”, the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. A penalty (fee) will be levied for insufficient funds against the individual issuing the bad check. The Elder Board authorizes the Superintendent to take appropriate action against the student and/or the parents.
- 3.11.1 The Superintendent, in consultation with the church’s Chief Operating Officer or designee, annually sets the fee to be levied for insufficient funds.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.12.0 ~ BUSINESS OPERATIONS**

STUDENT FEES, FINES, AND CHARGES

- 3.12.0 The school's tuition charges shall cover all foreseen mandatory costs associated with the educational process including but not limited to the cost of textbooks, laboratory materials and field trips. However, because of limited financial means, the school may need to levy certain charges that are not usually a part of the school's budget including food costs for overnight trips, expendable sportswear, materials for independent study or special projects. In addition, fines may be assessed for lost or damaged books or damage to property beyond normal and customary use. This fine shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.
- 3.12.1 When school property, equipment, or supplies are damaged, lost, or not recoverable, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school library will be subject to appropriate fines.
- 3.12.2 Any fees and/or fines collected by members of the staff are to be turned in to the school's business office within forty-eight (48) hours after collection.
- 3.12.3 In the event the above course of action does not result in the fee being collected, the Elder Board authorizes the Superintendent or his designee to take appropriate action to have the fine/fee collected.
- 3.12.4 The Superintendent, establishes additional fees for specific purposes including, but not limited to, fees for application, enrollment, re-enrollment, etc. These fees are established annually.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.14.0 ~ BUSINESS OPERATIONS**

FISCAL PLANNING

3.14.1 The Superintendent shall collect and assemble the information necessary to inform the Elder Board so they may discharge its responsibility for the fiscal management of the school and to plan for the financial needs of the educational program. The Superintendent will strive to maintain both short and long range projections of the school's financial requirements.

Accordingly, the Elder Board directs the Superintendent to:

- include cost estimates of all ongoing financial requirements; prepare a long range, year-by-year plan for the maintenance and replacement of facility and equipment
- maintain a plan of anticipated revenues
- report to the Elder Board any serious financial implications that emerge from the school's ongoing fiscal planning.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.15.0 ~ BUSINESS OPERATIONS**

USE OF CREDIT CARDS

3.15.1 The Elder Board recognizes the value of an efficient method of payment and record keeping for certain expenses. The Board, therefore, authorizes the use of school credit cards for school purchases.

The Superintendent and the church business office shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses that can be paid by credit card, and their proper supervision and use.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.16.0 ~ BUSINESS OPERATIONS**

GIFTS

- 3.16.1 Gifts may be given to the school and, if accepted, may be designated for certain areas of the school ministry. The Superintendent shall annually bring to the Elder Board recommendations of specific areas or projects to which people may give designated gifts.
- 3.16.2 Gifts which are designated for a specific purpose must, once accepted, be used for said purpose.
- 3.16.3 Persons that give a tax-deductible gift are entitled to a statement/receipt of their gift by the Harvest Bible Chapel.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 3.17.0 ~ BUSINESS OPERATIONS

AUDITING

- 3.17.1 The financial records of the Harvest Christian Academy shall be audited or reviewed annually as per church policy and/or accreditation standards.
- 3.17.2 An accounting firm shall be hired annually to examine the financial record of the church. The firm to be hired and the type of engagement (subject to regulatory requirements) will be recommended by the church's audit committee.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.1.0 ~ PERSONNEL POLICY**

EMPLOYMENT OF PROFESSIONAL STAFF

The Elder Board recognizes that it is vital to the successful operation of the School that positions created are filled with highly qualified and competent personnel.

The Superintendent shall bring recommendations to the Chief Operating Officer, who shall approve the employment, compensation and terms of employment for each professional staff member employed by this School.

Individuals employed in the following categories shall be considered members of the professional staff:

- Teachers
- Guidance Counselors
- Principals
- Directors

Such approval for employment shall be given only to those candidates recommended by the Superintendent. All applications for employment shall be referred to the Superintendent or designee.

Relatives of staff members may be employed provided the staff member being employed is not placed in a position in which he/she would be supervised directly by the related staff member.

Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this policy grounds for dismissal.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.2.0 ~ PERSONNEL POLICY**

CREATING A POSITION

The Elder Board recognizes the need to establish positions, which, when filled by competent, qualified professional staff members, will assist the school in achieving the education goals set by the Elder Board. Harvest Christian Academy employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent will submit plans to the Chief Operating Officer

- A. Create new positions
 - and provide each with a job description clearly descriptive of the duties for which the position was created
 - and provide each with a title that conforms to the appropriate certification insofar as possible.
- B. Set the salary for a new position not currently covered by a valid salary schedule.

When creating new positions, the Superintendent shall give primary consideration to:

- A. the number of students enrolled
- B. the special needs of the Christian school community
- C. the special needs of the students
- D. the operational services of the school.

The Advisory Council may be solicited for their counsel and advice, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.3.0 ~ PERSONNEL POLICY**

RECRUITMENT AND SELECTION OF PROFESSIONAL STAFF

The administrative team, in conjunction with the Superintendent, will strive to build a staff of teachers who meet the certification requirements of ACSI.

The Superintendent or the Chief Operating Officer shall approve salaries, fringe benefits, and other working conditions annually.

Teachers must give strong evidence of Christian faith and a sincere desire to live the Christian life. Each teacher must be willing to give wholehearted support to the Word of God as it is interpreted in the Statement of Faith. Each employee affirms that he/she shall have read, subscribes to, and is in full agreement with the Statement of Faith, Philosophy and Goals of Harvest Christian Academy and Harvest Bible Chapel. The employee will not communicate within the school or to its students any theological position which is contrary to these standards.

The Superintendent will maintain administrative guidelines on the recruitment and selection of qualified professional staff.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.4.0 ~ PERSONNEL POLICY**

CERTIFICATION OF PROFESSIONAL STAFF

Valid ACSI certificates for those teachers who are eligible for ACSI certification must be on file in the office before teachers can be paid. If a professional staff member's ACSI certification expires during the course of the year, the staff member will be counseled to immediately rectify the situation. Failure to do so may result in the employee's salary being withheld until the certification is current. Appeals due to extenuating circumstances may be made to the Superintendent

New teachers have one year from hire to file their certificates.

Experienced teachers who have fulfilled new certification requirements during the summer will have until October 1 to file their certificate (copy) if the application for said certificate has been applied for.

Transcripts for new teachers must be filed in the Assistant Superintendent's office five (5) days prior to the first day of teaching.

Any teacher receiving additional training, earning credit that would place them in another salary bracket, must present satisfactory evidence of the completion of such additional training to the office by the first day of September in order to receive an increase in pay for the current year.

Satisfactory evidence shall mean:

1. Official transcript bearing the seal of the college or university.
2. Official letter bearing:
 - title of course(s)
 - exact number of semester or quarter hours earned
 - signature of authorized college representative.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.5.0 ~ PERSONNEL POLICY**

QUALIFICATIONS OF PROFESSIONAL STAFF

4.5.1 QUALIFICATIONS OF PROFESSIONAL STAFF

All professional staff members of HCA are required to be qualified spiritually, morally, and professionally. Therefore, the following provisions are put in place:

Spiritual Qualifications

The staff member shall be one who has received Jesus Christ as Savior and Lord. A professional staff member hired from within the community shall within one year join the membership of Harvest Bible Chapel and shall lead an exemplary Christian life. Harvest Christian Academy employees are expected to be active, participating member of Harvest Bible Chapel—Worshipping, Walking and Working for Christ.

He shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The staff member shall reflect the purpose of the school as stated in the Mission and Purpose Statement and Core Values.

To be qualified to be an HCA staff member, one must believe, follow and exemplify the doctrine statement of Harvest Bible Chapel.

Moral Qualifications

Members of the HCA professional staff shall seek to live a life above reproach to believers and non-believers alike.

Professional Qualifications

The professional staff member shall be a college graduate, certified or certifiable, and one who is called of God to the teaching profession. Teachers must be certified or working toward completion of certification by the Association of Christian Schools International within one year of starting contract date.

4.5.2 Philosophical Agreement

The professional staff members will agree to accept, without reservation (mental and verbal), the written Educational Philosophy of Harvest Christian Academy. Professional staff members will also be expected to abide by the rules and regulations stated in the Faculty Handbook, Student Handbook, and professional contract.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.6.0 ~ PERSONNEL POLICY**

EMPLOYMENT OF SUBSTITUTES

4.6.1 PROCUREMENT OF SUBSTITUTES

The Elder Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitutes, as services are required, to replace temporarily absent regular professional staff members. Such assignment of substitutes may be terminated when their services are no longer required.

Professional substitutes must have an Illinois substitute certification. In the case of emergencies, the Superintendent may employ (on a daily basis only), a substitute teacher who does not possess the above-mentioned certificate, but has at least a two-year college degree or the equivalent number of college course/credits (60 credits).

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all substitutes for professional staff.

4.6.2 SUBSTITUTE COMPENSATION

In order to retain well-qualified substitutes for service in this school, the Chief Financial Officer or his designee will annually approve compensation for substitutes of professional staff.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.7.0 ~ PERSONNEL POLICY**

STUDENT TEACHERS

- 4.7.1 On a yearly basis, HCA allows certain Christian colleges to place student teachers in HCA. This is done at the discretion of the administration. The student teacher must agree to and sign an HCA code of conduct. The following conditions shall also be met:
- A. The institution making the assignment shall provide adequate follow-up supervision.
 - B. The supervising teacher or Superintendent must agree to work effectively with both the student teacher and the institutional supervisor.
 - C. If at any time the quality of teaching is judged to be inferior or s/he is disruptive to the on-going program, the Superintendent may require withdrawal of that person from the program.
- 4.7.2 The Elder Board also authorizes the Superintendent to provide, in cooperation with appropriate colleges and universities, a “field experience” program in order for selected interns to gain first-hand knowledge of and experience in a school environment.
- 4.7.3 The Superintendent may terminate a teaching program if one or more aspects of the program are not of high quality or meeting school needs or expectations.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.8.0 ~ PERSONNEL POLICY**

EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES

- 4.8.1 The Elder Board may find it necessary to employ on a part-time basis, coaches or activity personnel who are not members of the professional staff. Such part-time employees may be members of the school's support staff or individuals from the community or nearby areas.
- 4.8.2 The Elder Board authorizes the Superintendent to recommend candidates for employment by the school.
- 4.8.3 The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity personnel has the appropriate qualifications.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.9.0 ~ PERSONNEL POLICY**

PERSONAL BACKGROUND CHECK

- 4.9.1 To more adequately safeguard students and staff members, the Elder Board requires a criminal background check performed by a law enforcement agency for each applicant the Superintendent recommends for employment on the school's professional and support staff (full-time or part-time), and coaches.

Criminal background checks will also be made for substitutes who may be employed by the School on a regular basis or for an extended period of time.

- 4.9.2 The Superintendent shall establish the necessary procedures for obtaining from the appropriate law enforcement agency any information on the applicant regarding his/her conviction of a felony or a misdemeanor or any pending criminal charges.

The procedures shall also ensure that any information and record obtained from such inquiries is confidential and shall not be released or disseminated.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.10.0 ~ PERSONNEL POLICY

EQUAL EMPLOYMENT OPPORTUNITY

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

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.11.0 ~ PERSONNEL POLICY**

EMPLOYMENT CONTRACT

4.11.1 The Board requires that each professional staff member employed by this school sign an employment contract.

The employment contract shall include, but not be limited to:

- A. beginning date of employment;
- B. number of days of employment;
- C. total salary to be paid during the school year;
- D. number of salary payments to be made during the school year.

The Superintendent is authorized to execute employment contracts for the Elder Board upon approval of employment.

4.11.2 NO RIGHTS OF TENURE

A professional staff member is employed for one (1) year. By accepting the appointment, the employee specifically acknowledges that this contract is for a limited duration and that all rights and privileges contained in the contract shall terminate upon the expiration date of the contract. No rights of tenure or presumption of continued employment are conferred or implied by the contract or by a number of consecutive contracts. No right to notice of renewal or non-renewal of the contract is conferred or implied.

4.11.3 SIGNING/RETURN OF CONTRACTS

All new professional staff contracts will contain a provision that the signed contracts must be returned to the Superintendent within 14 days of receipt of said contract unless an extension of time is granted to validate the contract.

4.11.4 STAFF VACANCIES

Before recruiting new employees, the Superintendent shall survey staff members for possible upgrading or transfer, maintaining a current staff evaluation for this purpose.

Present employees who are qualified and have applied for an opening will be given preference in hiring if equally qualified, but the administration reserves at all times the right to hire the best qualified professional staff members available.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.13.0 ~ PERSONNEL POLICY**

ASSIGNMENTS GIVEN TO PROFESSIONAL STAFF

The Superintendent shall assign personnel to the various positions of the staff. Such assignments are on an annual basis, but may be changed at any time, if in the judgment of the Superintendent, the best interest of the school warrants the change. Professional staff assignments are not placed or changed without sufficient reason and careful analysis by the administration.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.14.0 ~ PERSONNEL POLICY**

NON-RENEWAL OF CONTRACT, TERMINATION, AND RESIGNATION

4.14.1 NON-RENEWAL OF CONTRACT

Professional staff members who are not planning to return the next year are requested to notify the administration as soon as possible. The administration of the school will also do their best to notify as early as possible those to whom they may not be offering contracts. It is understood that this paragraph relates to Christian courtesy and is not a regulation.

When a teacher is considered for non-renewal of contract or for release by the administration, the case shall be brought to the attention of the Assistant Senior Pastor not less than sixty days prior to May 31st. A minimum of 60 days should elapse between the recommendation for release to the Assistant Senior Pastor and final legal date for separation, except for major disciplinary situations.

It will be the responsibility of the Superintendent to establish administrative guidelines that ensure that all necessary procedures have been followed when non-renewal of a professional staff member's contract is recommended.

4.14.2 SUSPENSION

Major disciplinary situations shall require immediate suspension of the teacher pending final action by the Superintendent to terminate his/her contract. This suspension may be with or without pay.

The Superintendent shall establish administrative guidelines that detail the procedures and circumstances involving suspensions; both with or without pay.

4.14.2 TERMINATION

An employment contract may be suspended or terminated, upon a decision by the Elder Board, for violation of the policies of the school, or for reasons set forth in law.

The Superintendent and the Assistant Senior Pastor may make recommendation for termination of services of the person employed. If the Superintendent and Assistant Senior Pastor recommend dismissing the teacher, the Elder Board will also be informed. The Superintendent must complete a report upon termination of employee.

4.14.3 RESIGNATION

It is the policy of the School to accept all written resignations upon their submission to the Superintendent, who will inform the Chief Operating Officer. A resignation, once submitted, may not then be rescinded unless the Superintendent agrees.

4.14.4 EXIT INTERVIEW

All employees who leave the HCA ministry must be offered an exit interview with the Assistant Superintendent or her designee. A report will be completed and will become an official part of the employee's permanent file and will be used as the reference from HCA for all future requests.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.15.0 ~ PERSONNEL POLICY**

PERSONNEL RECORDS

There will be established and maintained, one official file on each professional staff member. This file is confidential. Personnel files are privileged. The regulations pertaining to these confidential files are as follows:

- A. They are open to inspection by the individual to whom the file belongs, the administration, executive members of the pastoral staff and authorized representatives of the employee.
- B. Changes in an employee's status shall be made a part of his/her personnel record (change in residence, marital status, etc.)
- C. The employee concerned must acknowledge any inclusions in the official file by initialing the file copy.
- D. If a teacher believes any material in his/her personnel file is irrelevant, inappropriate or false, and is derogatory to his/her conduct, service or character, he/she shall have the right to submit a written answer to such material and his/her answer shall be attached to the official copy.
- E. Anonymous letters or materials shall not be placed in a professional staff member's file, nor shall they be made a matter of record.
- F. Personnel record files may include but not be restricted to some or all of the following:
 - 1. Application for employment, including references (confidential, not available to teacher or his representative)
 - 2. Copy of latest contract and/or salary notice
 - 3. Official transcript of college credits
 - 4. ACSI Teaching Certificate, or a copy
 - 5. Record of military service
 - 6. Evaluation forms
 - 7. Documented reprimands.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.16.0 ~ PERSONNEL POLICY

PHYSICAL EXAMINATION

The Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the administrative guidelines.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee's personnel record.

In the event of a report of a condition that could influence job performance, the Superintendent shall base a non-employment recommendation to the Chief Operating Officer upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities, and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. The Elder Board will be apprised of this situation.

The School shall assume any uninsured fees for required examinations.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.17.0 ~ PERSONNEL POLICY**

UNREQUESTED LEAVES OF ABSENCE

It is the policy of the school to protect students and employees from professional staff members who are unable to perform essential job functions with or without accommodation.

The school may place a professional staff member on unrequested leave of absence when the staff member is unable to perform assigned duties with or without accommodation.

If the Superintendent believes the staff member is unable to perform essential job functions, the professional staff member will be offered the opportunity for a meeting to discuss these issues.

If a professional staff member refuses to attend the meeting, the Superintendent may order the professional staff member to submit to an appropriate examination by:

- A. a physician designated and compensated by the school, or
- B. a physician or institution of the professional staff member's choice provided such physician or institution has been approved by the Advisory Council.
- C. or both.

Where the physician designated by the Superintendent and Advisory Council disagrees with the physician designated by the professional staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the professional staff member and whose medical opinion shall be conclusive and binding on the issue of ability to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the school.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties with or without accommodation, the professional staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

Should a professional staff member refuse to submit to the examination requested by the Superintendent, and the professional staff member has exercised his/her rights under the provisions hereinabove set forth, such refusal shall subject the professional staff member to disciplinary action.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.18.0 ~ PERSONNEL POLICY**

STAFF EVALUATION

The Elder Board has final authority for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total school program
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members
- D. establish a process of continuous and systematic professional staff member evaluation

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate staff members can provide the type of assistance needed. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal procedures may be involved.

In such an instance, all relative evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member. Each professional staff member shall be given a copy of any documents relating to his/her performance that are placed in his/her personnel file. He/she shall be given the opportunity to append a written statement of his/her viewpoint to any evaluation to which s/he dissents and which is to be placed in his/her file.

The Superintendent shall establish a plan for the effective evaluation of the professional staff.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.19.0 ~ PERSONNEL POLICY**

COMPENSATION FOR PART-TIME PROFESSIONAL STAFF

- 4.19.1** The School Board requires that part-time professional staff members be compensated in an amount equivalent to the portion of time worked, whether it is a fraction of a day or a fraction of a year. The Superintendent shall prepare guidelines to ensure that end.
- 4.19.2** The basis for the contract is the established pay scale for the year in which the contract was written. The contracts written for part-time teachers are subject to previous full-time teaching experience factors. Part-time teaching at HCA will count for longevity and pay rate on a prorated scale in the event of eventual full-time employment. Part-time teaching at any other school would not count for longevity factors or pay rate in the event of full-time employment at HCA. Because of the issuance of a contract, part-time teachers will receive pay for snow days, Christmas vacation, Easter vacation, etc. There are, however, some responsibilities that need to be understood. There are events and activities that need to be attended to other than at standard times detailed in the employee's contract, including but not limited to conferences, teachers' meetings, in-service sessions, field trips, and other functions required by the administration.

The level granted on the salary schedule will be at the discretion of the Superintendent.

A minimum experience of 120 six-hour days, or 720 hours of employment during a school year constitutes a year of experience.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.20.0 ~ PERSONNEL POLICY**

BENEFITS FOR PROFESSIONAL STAFF

The Elder Board upon the recommendation of the Superintendent shall approve fringe benefits for all professional staff members.

Such benefits shall be stipulated in the professional staff members' contract and made available for inspection by any staff member.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.12.0 ~ PERSONNEL POLICY**

EMPLOYMENT OF NON-CERTIFIED STAFF

4.21.1 The Elder Board recognizes that it is vital to the successful operation of the School that positions are filled with qualified and competent staff.

The Elder Board shall approve the employment, and also establish the term of employment for each non-certified staff member employed by this school.

Individuals employed in the following categories shall be considered members of the non-certified staff:

- A. Secretarial, Clerical
- B. Nurses
- C. Teacher Aides, Lunch or Recess Supervisor
- D. Janitorial, Maintenance

All applications for employment shall be referred to the Superintendent or his designee.

Any non-certified staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by the Superintendent to constitute grounds for dismissal.

Relatives of staff members may be employed provided the staff member being employed is not placed in a position in which the related staff member would supervise him.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all non-certified staff.

4.21.2 AT-WILL EMPLOYEES

All non-certified staff are considered "at-will" employees and may be terminated at any time, with or without cause.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.22.0 ~ PERSONNEL POLICY**

CREATING A NON-CERTIFIED STAFF POSITION

The Elder Board recognizes the need to establish positions, which, when filled by competent, qualified support staff, will assist the school in achieving the education goals. The school employs only U.S. Citizens and others lawfully authorized to work in the United States.

The Superintendent will submit plans to the Chief Operating Officer to:

- A. create new positions;
 - 1. and provide each with a job description clearly descriptive the duties for which the position was created
 - 2. approve the compensation and prescribe the duties to be performed by all support staff
 - 3. specify the number of persons within each job category

When creating new positions, the Superintendent shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the Christian school community
- C. the special needs of the students
- D. the operational services of the School.

The Superintendent may create a new position or increase the number of classified staff in an existing position.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.23.0 ~ PERSONNEL POLICY**

QUALIFICATIONS FOR NON-CERTIFIED STAFF

The employee shall be one who has received Jesus Christ as Savior and Lord. The employee shall:

- be a member (or be willing to become a member within one year) of Harvest Bible Chapel.
- Agree to, follow and exemplify a life submitted to the doctrine statement of Harvest Bible Chapel.
- strive to live an exemplary Christian life, and
- be a person of spiritual maturity with skills that reflect the support needs of the school, and
- reflect the purpose of the school as stated in the Mission and Purpose Statement.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.24.0 ~ PERSONNEL POLICY**

COMPENSATION FOR NON-CERTIFIED STAFF

The Superintendent will annually make recommendation to the Chief Financial Officer of Harvest Bible Chapel or his designee concerning compensation of support staff.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.25.0 ~ PERSONNEL POLICY**

EMPLOYMENT OF NON-CERTIFIED STAFF SUBSTITUTES

The Elder Board recognizes its responsibility to procure the services of substitute non-certified staff in order to prevent the interruption of the operation of the school.

The names of potential substitute staff and the positions in which they may substitute shall be maintained by the administration of the school.

The employment of substitute non-certified staff is authorized when their employment is required to maintain continuity of services in the school.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.26.0 ~ PERSONNEL POLICY

BENEFITS FOR NON-CERTIFIED STAFF

The Chief Financial Officer or his designee upon the recommendation of the Superintendent shall approve fringe benefits for all non-certified staff members.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.27.0 ~ PERSONNEL POLICY

STAFF DRESS AND GROOMING

The school believes it is important for the staff to model for the students the qualities that we have in our dress code: modest, appropriate and ready to teach in a classroom setting. The school allows a casual, but professional dress. These efforts to dress appropriately will support the learning environment at HCA.

Those staff members who come to work dressed inappropriately may be asked to return home in order to dress in accordance with standards.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.28.0 ~ PERSONNEL POLICY**

ELDER BOARD COMMUNICATIONS

The Elder Board desires to maintain open channels of communication between itself, the Chief Operating Officer, the Superintendent and the staff. The primary line of communication, will, however, be through the Superintendent or the Chief Operating Officer.

A. Staff Communication to the Elder Board

All official communications from staff members to the Board and/or Advisory Council shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Elder Board Communication to Staff

All official communications, policies, and directives of the Elder Board, which may be of interest or concern to the staff will be communicated through the Superintendent.

C. Social Interaction

Both staff and Elder Board members share a keen interest in the school and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of HCA. However, since individual Elder Board members have no special authority except when they are convened at a regular meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.29.0 ~ PERSONNEL POLICY**

SEXUAL AND OTHER FORMS OF HARASSMENT

HCA is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. We will take action to prevent and correct any violations of this policy by following God's standard of due process as outlined in Matthew 18. Anyone who is found to be in violation of this policy will be subject to discipline, up to and including termination.

Sexual harassment is defined by this policy to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone employed by HCA.

Examples of sexual harassment could include:

1. Submission to the conduct is explicitly or implicitly made a condition or term of an individual's employment.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through HCA.

Clearly, these conditions would all be in direct violation of God's standards for conduct as outlined for us in Scripture.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.30.0 ~ PERSONNEL POLICY**

GRIEVANCE PROCEDURE

Scripture outlines clear guidelines for Christians to follow in the event that one party has offended or been offended by another. Matthew 18 and Galatians 6 give clear instruction as to the process that needs to be followed in such situations. Clearly, this policy must be firmly built upon God's pattern for grievance resolution.

In the event that an HCA employee, parent, or student has a complaint pertaining to school policy or action of a school employee, the party with the grievance should follow the steps of this policy with the goal being the God-honoring resolution of the issue at hand. The steps to be followed in sequential order are as follows:

1. Personal soul-searching bringing personal motivations and interest in line with God's perfect will (Galatians 6:1)
2. One-on-one personal confrontation of the parties involved in the issue at hand (Matthew 18:15)
3. If the matter is still unresolved, a witness or two must be brought into the confrontation process. This witness could be a spouse, a teacher, a student or another party interested in helping to resolve the issue at hand. (Matthew 18:16)
4. If the issue is still unresolved in matters pertaining directly to the ministry of the school, the school chain of authority as defined in the organizational chart must be brought into the grievance procedure (Matthew 18:17)
5. A member of the administrative team and ultimately the Superintendent of the school must always be involved in the grievance procedure prior to any matter being taken directly to the Superintendent. If this important step has been violated the parties involved must be referred back to the appropriate step in this grievance procedure. It is the responsibility of the Superintendent to refer unresolved matters up the chain of command to the Chief Operating Officer. Written grievances will also be referred back down to the appropriate step in the aforementioned procedure without any action being taken either explicit or implied.
6. Once a matter has been referred by the Superintendent or Elder Board, a decision will be made bringing final resolution to the issue at hand (Matthew 18:17).

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.31.0 ~ PERSONNEL POLICY**

EMPLOYMENT OF HIV-POSITIVE INDIVIDUALS

This policy applies to current Employees and applicants known to be infected with the immuno-deficiency virus (HIV), the causative agent of AIDS. It is the intent of this policy to assure that no individual will be discriminated against for employment or retention solely on the basis that said person is an HIV-infected individual.

Since the diagnosis of the presence of HIV, AIDS, or an associated virus generates fear from others in contact with that person, all HCA personnel will be sensitive to the need for confidentiality and the right of privacy. The number of personnel who will be advised of any particular individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission may increase.

The school will not release or disclose publicly information regarding whether or not an individual is HIV positive, or any other AIDS -related information about an individual without the written consent of the employee. Information will not be released without the formal approval of the Board of Elders.

The Elder Board or its designee will evaluate and review an HIV-infected individual's suitability for employment or retention on an annual basis. The Board will seek any legal and medical counsel necessary to make an informed decision. The decision of the Board will be based upon behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting.

The decision of the Elder Board is open to annual review. It is possible for an employee to be rehired upon approval by the Elder Board. It is the policy of HCA to educate Board members, faculty and staff to best implement mature, rational, and Scriptural responses to the aforementioned policy in advance of any possible situation. This education will focus upon the Christian's responsibility for his/her own health and the health of others, as well as the Christian's responsibility to reflect compassion and concern.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 4.32.0 ~ PERSONNEL POLICY**

VOLUNTEERS

The Elder Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent or his designee shall be responsible for coordinating the work of community volunteers.

The Superintendent shall also ensure that each volunteer is properly informed of the school's appreciation for his/her time and efforts in assisting the operation of the school.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 5.1.0 ~ ADMITTANCE**

ADMITTANCE

5.1.1 ADMISSIONS POLICIES

Harvest Christian Academy is a distinctively Christian school, designed to benefit Christian families working in conjunction with Bible-believing churches. The right is reserved to place each student in the academic level for which he/she is best suited. All applications will be evaluated for proper grade placement. The student's acceptance into the school will be based upon the information from the application form, previous school records, a parent and/or student interview with a member of the administration or designee.

5.1.2 ADMISSION REQUIREMENTS

A parent or parents must subscribe to the doctrinal statement of HCA and desire to cooperate with the school in the total development of their child. The school endeavors to assist the home in the task of developing spiritually mature individuals by providing a sound, well-rounded and Christ-centered academic experience.

HCA seeks families and students who are committed to the principles of education as found in God's Word. Enrollment at HCA is a privilege, not a right. Enrollment carries significant responsibility for all members of a family. HCA is not a replacement for the Christian home. We are an aid, not a supplement, but the primary responsibility for children rest squarely on the shoulders of the parents.

5.1.3 NON-DISCRIMINATION ADMISSION POLICY

HCA admit student of any race, color, sex, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students in the school program. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, class assignments, scholarship program, and other school-administered programs.

The Superintendent is charged with the task of ensuring that this non-discrimination policy be disseminated through various publications of the school.

5.1.4 AGE REQUIREMENTS

A child shall be eligible for kindergarten providing that s/he has attained the age of five on or before September 1. This requirement shall also apply to children who transfer into HCA and who may have attended kindergarten in another school.

Exceptions to these age requirements will be considered by the administration on an individual basis upon the special request of the child's parent(s) or legal guardian(s).

5.1.5 STUDENTS EXPELLED FROM OTHER SCHOOLS

It is the policy of HCA not to accept students who have been expelled from other schools for the period of the expulsion or exclusion. Exceptions may be made if a satisfactory meeting is conducted between the Superintendent, parents and student and in consultation with the Elder Board.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 5.1.0 ~ ADMITTANCE**

RE-ENROLLMENT

5.2.1 RETURNING STUDENTS

Annually, parents of returning students will submit documentation of intent to return for the next school year.

Among others, the following shall be conditions requisite for re-enrollment in the school:

- Satisfactory academic progress
- Obedience to school regulations
- Payment of tuition and fees when due

Students whose accounts are more than 30 days past due will be ineligible to re-enroll for the following year until such time that the account is current.

5.2.2 RE-ADMISSION POLICY FOR EXPELLED STUDENTS

Any student who has been expelled from HCA and desires readmission may, with his parents, request a meeting with the administration for that purpose. Since dismissal comes after a serious infraction(s) of the rules of the school, steps taken to return should not be easy. Students expelled from Harvest Christian Academy may be considered for re-admission after the full term of his/her expulsion has been served.

The administration is always interested in the student and will do all it can to see to it that repentance and restoration become a reality, which is the spirit of the Scriptures (1 Corinthians 5:1-3; 2 Corinthians 2:1-11; Galatians 6:1-10).

Readmission rests squarely on the expelled student and his demonstrated repentance, submitting to the counsel of his/her parents and pastor, following the recommendations of the administration.

Readmission, if accepted by the school, will be granted only on a probationary basis.

5.2.3 REMOVAL, SUSPENSION & EXPULSION OF STUDENTS

The Elder Board recognizes that removal from the educational programs of the school, whether by removal, suspension, or expulsion, is the most severe action that can be imposed on a student in this school and should be entered into carefully and prayerfully. Believing that discipline is necessary for the welfare of each student, as well as the entire school constituency, teachers seek to maintain classroom behavior in a manner consistent with Christian principles as set forth in the Scriptures and stated school policy.

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

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

For purposes of this policy and the administrative guidelines, the following definitions shall apply:

- "Removal" shall be the exclusion of a student from the school due to lack of parental cooperation with the administration of the school or when a student's conduct, attitudes, or lack of effort make it inadvisable for the student to remain in the school. Students may also be removed when tuition is more than 60 days delinquent without satisfactory arrangements having been made with the Business Office. Removal of a student may be considered only temporary. Students may apply for readmission immediately following resolution of the issue involved.
- "Suspension" shall be the temporary removal of a student from this school's program for a period not to exceed 10 school days. Students may be suspended for a longer period of time pending expulsion. The number of days a student is suspended will be determined by the Superintendent. Administrative guidelines will detail the consequences levied upon a student when serving a suspension.
- "Expulsion" shall be the removal of a student from this school for a period of no less than the remainder of the current semester and one full semester immediately thereafter.

Whereas an appropriate principal may remove or suspend a student, only the Superintendent has the authority to expel.

Any student who brings a firearm and/or deadly weapon to school shall be expelled. This expulsion is permanent unless the Superintendent, in consultation with administration, and the COO, determines there is cause for the expelled student to be considered for re-admission. This consideration may not occur prior to two full semesters from the date of incident. The Superintendent shall notify the appropriate law enforcement agency when a student possesses a firearm or deadly weapon on school property or at a school-related activity.

Students who are removed, suspended or expelled for any reason will be assessed tuition through their last day of attendance. The Superintendent shall report to the Elder Board all expulsions and multiple suspensions of an individual student over the course of one school year.

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BOARD POLICY MANUAL
SECTION 5.3.0 ~ ADMITTANCE**

ATTENDANCE

5.3.1 ATTENDANCE POLICY

Attendance is required of all students unless illness or emergency prevents such. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefits from the instructional program; to develop habits of punctuality, self-discipline and responsibility; and to assist in keeping disruption of the educational environment to a minimum. Therefore, it shall be the policy to require regular and prompt attendance on the part of all students.

Tardiness is defined as being late by 10 minutes or less. Students who are late by more than 10 minutes to a class will be considered absent from that class. Such absences will count toward the allotted maximum of 20 absences. At first glance, tardiness would appear to only hurt the tardy student academically. In fact, recurring tardiness to class is disrespectful and often negatively impacts the teacher and other students. The teacher is responsible to be prepared to begin on time and make efficient use of the whole period. Students are responsible to be prepared and ready to learn. Neither teacher nor students can maximize the learning potential within a class period when recurring tardy students delay the start of, interrupt, or cause duplication of learning.

Excessive absences are:

- Students exceeding 20 days or more in absences may not be eligible for credit (grades 6-12).
- Students exceeding 20 days or more in absences may be considered for retention (grades K-5).

The Superintendent shall create and disseminate information of this policy dictating the official times of the school day, times that constitute partial attendance, tardiness, and such. Furthermore, these guidelines will clarify parent and student responsibilities with regard to absences.

5.3.2 ATTENDANCE RECORDS

HCA shall keep an accurate daily record of the attendance of each child enrolled. These documents are of legal value and, therefore, must be clear and accurate. All attendance records shall be kept in accordance with Illinois law.

5.3.3 TRUANCY

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

A student who comes to school and fails to attend any assigned class or study hall is truant (even though he/she remains in the building or on the school grounds) unless the Superintendent or designee previously excuses such absence.

The Superintendent shall prepare administrative guidelines that detail the definitions, parameters and consequences of being truant.

5.3.5 WITHDRAWAL FROM SCHOOL

For purposes of this policy, “withdrawal” is defined as permanently withdrawing from high school, and not transferring to another.

While Illinois Law requires attendance of each student until sixteen (16) years of age, the Elder Board believes it is in the best interests of the student that he/she completes the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the school.

The Elder Board directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school the Superintendent shall ensure that an exit interview will be conducted with the student, his/her parents, and appropriate members of the professional staff. The purpose of this interview is to:

- Ascertain the reasons for the withdrawal.
- Determine whether or not mutually satisfactory arrangements can be made to keep the student in school.
- Help the student and his/her parents explore the consequences of the student withdrawing without earning a diploma.
- Obtain written acknowledgement from the student as well as written consent from the parents.

The Superintendent shall establish administrative guidelines including a withdrawal form that is to be signed by the student and his/her parent in accordance with the above policy.

5.3.6 COMPLIANCE

The Superintendent shall prepare administrative guidelines to ensure compliance with all attendance policies of the school. He shall ensure that these guidelines are disseminated to the appropriate publics to ensure maximum compliance. Administrative guidelines will govern the keeping of accurate attendance records, and detail the consequences if a student does not abide by stated policies. These guidelines shall also ensure that students absent for any excusable reason have an opportunity to make up work they missed.

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BOARD POLICY MANUAL
SECTION 5.4.0 ~ ADMITTANCE**

STUDENT RECORDS

5.4.1 PLACEMENT OF STUDENT RECORDS

Student records are maintained and periodically updated. These files are located in a secure location in the school office.

5.4.2 EXAMINATION OF STUDENT RECORDS

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

a. Any student 18 years or age or older and every parent of a student under 18 may examine official records, official files, and official data of the school directly relating to the student.

Parents of students who are 18 years old or older must have written consent of the student to see the records.

b. All material in a student's accumulative record must be available for examination and would include but not be limited to identifying data; academic records; achievement level records (such as grades, achievement test scores, etc.); attendance data; scores on IQ aptitude and psychological tests; interest inventory results; health information; family background information; observations and ratings of teachers and counselors; general behavior or discipline records.

c. Observations or notes made by an individual teacher, counselor, or administrator which are not communicated to other persons in working with the student are not considered to be a part of the student's official record and need not be available for examination.

d. Data on other students appearing in a student's record need not be made available.

e. A hearing with the HCA Superintendent or designee, one other member of the HCA administrative team and the Assistant Senior Pastor may be requested by parents to challenge the contents of their child's file only on the grounds that some contents of the file are inaccurate, misleading, or otherwise inappropriate.

f. Requested examination of the file will be made in the school office. Those eligible for examination of records will be allowed a copy for their own personal records. Such a request will be filled within five (5) working days.

5.4.3 TRANSFER RECORDS OF STUDENT

HCA will honor requests from other educational institutions for the transfer of student records (not considered to be confidential in nature) to which a former student seeks to or intends to enroll. Confidential files will be clearly marked in a student's accumulative record and will not be forwarded to another school. These confidential files would include extensive educational testing beyond those tests which are routinely given to all students, and information dealing with disciplinary matters deemed to be specifically related to the student and his/her personal interaction with the policies and practices of HCA. The intent of this policy, then, is to transfer only those records that are deemed to be the most essential needed for initial placement of the student while protecting his/her right to privacy. No other information may be sent without specific, written, and signed instructions from the legal guardian. Specifically, information

included in a student's accumulative record folder would include but not be limited to the pupil's legal name, sex, date of birth and verification of birth date, name(s) of parent(s)/legal guardian(s), grade level, date of entry, date of withdrawal, HCA information, grade reports, applicable health and safety information including an immunization record and hearing and vision screenings, and standardized test results. These records would be freely sent to another educational institution upon request as mentioned above.

Requests for transfer of records will be honored within a reasonable time period not to exceed 10 business days after the request, if the student account is paid in full. If the student account is not paid in full, records may be held.

5.4.4 TRANSFER OF CREDITS FROM OTHER SCHOOLS & HOMESCHOOLS

In recognizing its responsibility to uphold the educational standards of HCA and its accrediting agencies, the Elder Board establishes the following policy and criteria regarding the acceptance of credits from other schools:

Recognition of credits or course- work shall be granted when evidence that the student has completed the necessary requirements is given and the student's transcript (if applicable) has been received. HCA reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the proficiencies that are prerequisite to a placement. In the case of non-accredited schools or home schools, HCA also reserves the right to examine the curricula/syllabi, and documentation of course hours.

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BOARD POLICY MANUAL
SECTION 5.5.0 ~ ADMITTANCE**

STUDENT CONDUCT

5.5.1 STUDENT CODE OF CONDUCT

All student behavior is expected to align with Harvest Bible Chapel's statement of faith listed below.

STATEMENT OF FAITH

As a church-related entity, it is important that all school employees clearly identify and understand the basic theological beliefs that serve as the foundation for the school's view of central spiritual issues. The HBC Statement of Faith clarifies these core beliefs. Each employee of the school, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the Statement of Faith (below).

THE SCRIPTURES

We believe the sixty-six books of the Old and New Testaments to be the full record of God's self-disclosure to mankind. Different men, while writing according to their own styles and personalities, were supernaturally moved along by the Holy Spirit to record God's very words, inerrant in the original writings. Therefore, those applying themselves to study its literal, historical-grammatical context can accurately understand God's Word. Scripture is fully trustworthy as our final and sufficient authority for all of life (2 Timothy 3:16-17; 2 Peter 1:20-21).

THE TRIUNE GOD

We believe in the one living and true God, eternally (John 17:3) existing in perfect unity as three equally and fully divine Persons: the Father, the Son, and the Holy Spirit (Matthew 28:19-20). Each member of the Godhead, while executing distinct but complementary roles in redemptive history, has precisely the same nature, attributes, and being, and is equally worthy of the same glory and honor and obedience (John 1:1-4; Acts 5:3-4).

GOD THE FATHER

We believe God the Father created all things in six literal days for His glory according to His own will (Revelation 4:11), through His Son, Jesus Christ. He upholds all things by the Word of His power and grace, exercising sovereign headship over all creation, providence, and redemption (Colossians 1:17, Hebrews 1:3).

GOD THE SON

We believe that Jesus Christ, the eternal Son, moved by love in accordance with the will of the Father, took on human flesh (John 1:1, 14, 18). Conceived through the miraculous work of the Holy Spirit, He was born of the virgin Mary. He, being fully God and fully man (John 14:8-9), lived a sinless life and

sacrificially shed His blood and died on the cross in our place accomplishing redemption for all who place their faith in Him. He arose visibly and bodily from the dead three days later and ascended into heaven, where, at the Father's right hand, He is now Head of His Body the Church, the only Savior and Mediator between God and man, and will return to earth in power and glory to consummate His redemptive mission (1 Timothy 3:16).

GOD THE SPIRIT

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ during this age. He convicts the world of sin, righteousness, and judgment. He draws the unredeemed to repentance and faith, and at salvation imparts new spiritual life to the believer, bringing that person into union with Christ and the Body of Christ. The Holy Spirit sanctifies, seals, fills, guides, instructs, comforts, equips, empowers, permanently indwells at salvation, and bestows spiritual gifts to the believer for Christ-like living and service (John 16:8; 13:15; Titus 3:5; Ephesians 1:22; 4:11-12; Romans 8:9-17; 12:4-8; 1 Corinthians 3:16; 12:4-5, 11-13, 19; Galatians 5:25; Hebrews 2:1-4; 2 Corinthians 12:12).

MANKIND

We believe that God created mankind—male and female—in His own image and likeness, free of sin, to glorify Himself and enjoy His fellowship. Tempted by Satan, but in the sovereign plan of God, man freely chose to disobey God, bringing sin, death and condemnation to all mankind. All human beings, therefore, are totally depraved by nature and by choice. Alienated from God without defense or excuse, and subject to God's righteous wrath, all of mankind is in desperate need of the Savior (Genesis 3:1-6; Romans 3:10-19; Romans 1:18, 32).

SALVATION

We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as the substitutionary atonement in our place, and that salvation is found in none other than Jesus Christ. Before Creation, God chose those who would be saved and granted this unearned grace solely based on His sovereign good pleasure. Jesus Christ's death on the cross was the sole and complete payment for sins, fully satisfying God's righteous wrath, for each person that turns from sin in repentance and places their faith in Christ alone by grace alone. At salvation each person is made a new creation by the Holy Spirit, declared righteous before God, and secured as an adopted child of God forever. Genuine faith continues in obedience and love for Jesus Christ with a life eager to glorify God and persevere to the end (Romans 8:37-39; 2 Corinthians 5:21; 1 Corinthians 12:13).

THE CHURCH

We believe that upon placing one's faith in the Lord Jesus Christ as Savior, the believer is made part of the Body of Christ, the one universal Church, of which Jesus Christ is the Head. The Scriptures command believers to gather locally in order to devote themselves to worship, prayer, teaching of the Word, fellowship, the ordinances of baptism and communion, service to the local body through the development and use of talents and spiritual gifts, and outreach to the world to make disciples (Ephesians 1:22-23; Acts 2:42-46; 1 Corinthians 14:26; Matthew 28:18-20). Wherever God's people meet regularly in obedience to this command, there is the local expression of the Church under the watchful

care of a plurality of elders. A church's members are to work together in love and unity, intent on the ultimate purpose of glorifying Christ (Ephesians 4:16).

BAPTISM AND COMMUNION

We believe that Christian baptism is a public declaration of the believer's salvation in Christ, identifying with Christ in His death, burial, and resurrection symbolized by immersion in water. The Lord's Supper is the united commemoration by believers of Christ's death until He comes and should be preceded by a careful self-examination (Acts 2:41; Romans 6:3-6; 1 Corinthians 11:20-29).

MISSIONS

We believe it is the aim, duty, and privilege of every believer and local church fellowship to glorify God by responding as active participants in the Great Commission call of Jesus Christ to go and make disciples of all nations. We believe the primary focus and priority of this call is centered on efforts that establish, strengthen, and reproduce biblically-based churches, which will then plant churches that plant churches for future generations and God's glory.

THINGS TO COME

We believe in and expectantly await the glorious, visible, personal, pre-millennial return of the Lord Jesus Christ. The blessed hope of His return has vital bearing on the personal life, service, and mission of the believer (1 Thessalonians 4:13-18). We believe in the bodily resurrection of both the saved and the lost. The lost will be raised to judgment and experience eternal wrath in hell. The saved will be raised to eternal joy in the new heaven and new earth in the manifested presence of God (Acts 1:3, 9; Hebrews 7:25-26).

CONCERNING CONDUCT

The Bible teaches that all believers are saints, set apart unto God and are thus responsible to live in such a manner as not to bring reproach upon the Savior and Lord (Romans 2:1-2; 1 Peter 1:14-19; 2 Timothy 2:19; Titus 2) lest the Word of God be blasphemed (1 Timothy 6:1; Titus 2:5). As Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, and accept as our responsibility the duty and privilege of bearing the Gospel to a lost world (1 John 2:3; Colossians 3:1; Matthew 28:19-20). A victorious and fruitful Christian life is possible only for those who have presented themselves wholly to Christ and walk by the power of the Holy Spirit. The Spirit-filled life is the normal Christian life to be expected of all believers. (Romans 12:1,2; Galatians 5:16; Ephesians 5:18; Romans 6, 7).

CONCERNING SEPARATION

Because of God's holy nature and a believer's high calling, Scripture teaches and commands personal and ecclesiastical separation from religious apostasy (2 John 7-11; Romans 16:17; Titus 3:10), from all sinful actions that reflect willful or continued disobedience to the Word of God (2 Thessalonians 2:15; 3:6, 14-15; 1 Corinthians 5). This does not include separation from unbelievers who need the Gospel of

Jesus Christ, nor does it include brothers and sisters in Christ who are walking in doctrinal or behavioral error but not under church discipline.

CONCERNING MARRIAGE AND SEXUALITY

Scripture clearly teaches that God is the sole authority in matters of marriage and sexuality for all people, and that marriage involves the sacred joining together of one man and one woman in faithful, permanent union (Genesis 2:18-24; Matthew 19:1-9; Mark 10:1-10; 1 Corinthians 6:9-20; Hebrews 13:4). God states in the Bible that he hates divorce (Malachi 2:16) and Scripture states that He intends the marriage union to last until one of the spouses dies (Genesis 2:24; 1 Corinthians 7:10-13). Sex is a gift from God to be enjoyed solely within this God-ordained marriage relationship, and God has clearly and expressly commanded abstinence from any form of sexual or intimate activity outside of this context, prohibiting as “sexual immorality” activities related to, for example: lustful thought, adultery, fornication, pornography, homosexuality, bisexuality, or polygamy (Leviticus 18; Matthew 5:27; Matthew 15:9; Romans 1:18-32; Romans 13:13; 1 Corinthians 5; 1 Corinthians 6:9-20; Galatians 5; Colossians 3:5; 1 Thessalonians 4:3-7; Hebrews 13:4; Jude 1:7).

Disobedience in these matters is sin, although it is no more or less offensive to God than any other sin (Romans 6:23a; 1 Corinthians 6:9-10; Galatians 5:19-21; Ephesians 5:3-5; Colossians 3:5-19), and Scripture is clear that God provides redemption, healing, freedom from the power of sin, and restoration to all who would turn from sin and embrace Jesus Christ by faith (Acts 16:31; Romans 1:16; Romans 6:23b; 1 Corinthians 6:11, Ephesians 2:1-10, Titus 3:3-7). Harvest Bible Chapel will love, disciple, exhort and patiently assist men and women repenting of sin and fighting sexual temptations of all kinds (1 Corinthians 10:13, Hebrews 2:17-18; Hebrews 4:14-16), and its firm conviction on Scripture’s clear teaching on marriage and sexuality will not serve as grounds for bigotry, harassment, or fearful or hateful speech or action, which are forbidden by God and ineffective at producing change (Leviticus 19:17-18; 1 Corinthians 1:18-31; 1 Corinthians 2:1-5; Galatians 3:1-3; Ephesians 4:31-32; Colossians 4:5-6; 2 Timothy 2:24-26; James 1:19-21, 26; 1 Peter 2:1)

At HCA, our intent is to build a student culture where students seeking to live biblically Christ-centered lives can be treated maturely, trusted appropriately, and held accountable in ways that reflect respect for students as individuals. This attitude toward students serves to intentionally create an environment specifically geared to help teenagers flourish. The Harvest Christian Academy student culture is designed for the mature, and those who are responsible, respectful, and motivated will absolutely flourish. Students are trusted but simultaneously held accountable to be good stewards of their opportunities. Our #1 focus is on disciplining students toward full devotion to Christ.

HCA expects students to adhere to these standards at all times and students are held accountable for behavior outside of school that violates these standards. In keeping with these beliefs, it is to be understood that HCA expects its students to:

- Cultivate an active and authentic relationship with Jesus Christ
- Treat others with respect and love
- Live a life of integrity

- Maintain God’s standards for morality, purity, and righteousness

In addition, the mature Christian should find himself going against the tide of public acceptance and opinion in many arenas, most notably in the area of entertainment. HCA strongly encourages its students to participate in entertainment or activities that are above reproach. Knowing that Christ desires for His children to dwell on good things, HCA students should avoid any entertainment or activities that contains blasphemy, profanity, vulgarity, nudity, adult situations, and graphic violence; that is, any entertainment or activity contrary to the high standard of the Scriptures (1 John 2:15-16; Philippians 4:8). Any material or activity endorsing an anti- Christian lifestyle should be avoided. Public display of affection will not be permitted on school grounds or any school-related activity.

The Superintendent or his designee, shall report to local law enforcement, instances of drug violations as required by the School Reporting of Drug Violations Act (105 ILCS 127). The Superintendent or his designee, shall report to local law enforcement, firearms incidents at the school as well as verified incidents involving drugs in the school. The Superintendent or his designee shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS). Also, the Superintendent or his designee, shall notify local law enforcement officials of written complaints from school personnel regarding instances of battery committed against school personnel at the school. The Superintendent or his designee shall notify Illinois State Police within three days of each incident through the School Incident Reporting System (SIRS).

The Superintendent shall be responsible for establishing administrative guidelines to carry out Elder Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in and out of school and school-related activities.

5.5.2 MARRIAGE, ENGAGEMENT AND DATING POLICY

HCA is not available for married students and HCA students should not be engaged while they are in high school. We also discourage dating below the Grade 10. In accordance with biblical precepts, same-sex romantic relationships are strictly prohibited. Any identification of gender different than a student’s birth gender is strictly prohibited.

5.5.3 STUDENT DISCIPLINE

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty to institute and enforce regulation in a manner which is in accordance with Christian principles and discipline as set forth in the Scriptures and school policy.

The Superintendent will develop administrative guidelines for student discipline and attitude that align with Scriptural principles, are communicative, and enforceable. The rules and subsequent sanctions or consequences for misbehavior will be related in kind to the offense, are not discriminatory, demeaning, or harmful to students.

The principals have the authority to dispense disciplinary measures to students, subject to school policy and administrative guidelines. Teachers and other employees of HCA have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in

all places where such students are within the jurisdiction of HCA and/or when such conduct interferes with the educational program of the school or threatens the health and safety of others.

The Superintendent shall publish these discipline standards and measures to students and their families.

5.5.4 CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Elder Board cannot condone the use of unreasonable force as an appropriate procedure in student discipline.

HCA staff should not find it necessary to resort to physical force to compel obedience. If all other means fail, staff members may resort to removal of the student from the classroom or school through suspension or expulsion procedures.

HCA staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline by this Board.

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, or inappropriate force upon a student, s/he may be subject to discipline by this Elder Board. This prohibition applies as well to volunteers and those with whom the school contracts for services.

5.5.5 CARE OF SCHOOL PROPERTY

The property of Harvest Christian Academy is God's property. Respect for the appearance and care of the school is one aspect of one's Christian testimony. Attempts should be made to teach students respect for property in respect to building and grounds, furniture, textbooks, and equipment.

Students who cause unnecessary damage to school property will be subject to disciplinary and pecuniary measures. The Elder Board authorizes the administration to levy fines for the loss or damage to, but not limited to, school furniture, equipment, vehicles, instruments, materials, textbooks or damage to the school buildings or grounds.

Furthermore, students and employees should report any incident where damage to school property has occurred.

The Superintendent shall develop administrative guidelines to implement this school policy with regards to all of the school's property and assets.

5.5.6 DRESS AND GROOMING CODE

The purpose of a dress code is to motivate self-discipline in the areas of modesty, neatness, and appropriateness. Christians need to show wisdom in choice of attire, avoid extremes, and portray the modesty that Scripture indicates is so important (I Timothy 2:9,10 and I Peter 3:3,4). As such, clothing or styles that call attention to physical features are not acceptable. All clothing must be clean and in good repair. Clothes should reflect an appropriateness of going to school and doing one's best. Furthermore, the choice of one's clothes should not interfere with the educational program of other students.

The Elder Board and administration seek cooperation with the parents of our students in the application of the dress code. As the primary educators of their children (Deut. 6; Eph. 6), it is incumbent upon parents to guide and supervise their children in the selection of appropriate clothing.

Accordingly, the Superintendent shall establish such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to spiritual and academic purposes. The school administration reserves the right to amend the dress code as deemed necessary. The student dress code shall be published annually.

5.5.7 ACADEMIC INTEGRITY

The importance of academic integrity, and the value of honesty and transparency is of utmost importance to Harvest Christian Academy. It is the responsibility of all students and faculty alike to live a life above reproach. This includes the presentation of academic work as one's own. Therefore, the Board has developed this policy regarding plagiarism and academic cheating for students. Plagiarism is an offense for which corrective action will be taken, which may include, but not limited to, suspension or expulsion.

The Superintendent is responsible for developing and disseminating specific guidelines for what constitutes plagiarism and/or academic cheating and its subsequent penalties.

5.5.8 BULLYING

Harvest Christian Academy is committed to protecting its students and employees from bullying, harassment, or discrimination. HCA believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

Bullying is defined as a deliberate negative action from one person(s) toward another person (s) that is repeated over time that is designed to frighten, intimidate, or injure the person it is directed toward. Bullying and cyber-bullying is not tolerated at HCA. If the Administration deems a situation to be

bullying or cyber-bullying, the consequences will result in escalation to the highest level of discipline, up to and including expulsion.

Bullying may involve, but is not limited to: Unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual or racial harassment, public humiliation, destruction of school or personal property, social exclusion including incitement and/or coercion, rumor or spreading of falsehoods.

The Board of Elders expects its students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the welfare of other students and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Superintendent is responsible to communicate and disseminate to its publics the expectations, responsibilities, investigative actions, and disciplinary measures with regard to this policy. Furthermore, the Superintendent will adopt and periodically review an Acceptable Use Policy (AUP) that will address for purposes of this policy the issues of cyberbullying, cyberstalking, on-line harassment, and acceptable uses of social networking internet sites.

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MEDICAL POLICY

5.6.1 EMERGENCY MEDICAL AUTHORIZATION

HCA will distribute annually to parents or guardians of all students the Emergency Medical Consent Form. The form must be signed, returned and will be kept on file in the school. In the event emergency medical treatment for a student is necessary, HCA will adhere to the instructions on the authorization form.

The Medical Consent Form will be kept in a easily accessible file in the school building during the school year.

Whenever a student is brought off campus for a school-sponsored activity, school officials will bring a copy of the medical consent forms to the activity for each participating student. In the event that it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the faculty handbook.

5.6.2 STUDENT ACCIDENTS

The Elder Board believes that school personnel have certain responsibilities in case of accidents that occur in school. Said responsibilities extend to the School Nurse and/or administration of CPR by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parents, and the filing of accident reports.

The Superintendent shall provide in- service programs that educate teachers and other pertinent school personnel on blood-borne pathogens and CPR certification.

The Superintendent shall provide administrative guidelines detailing the procedures school personnel are to follow when reporting school-related accidents involving students.

5.6.3 IMMUNIZATION

The School requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, and other communicable diseases designated by the State School Board of Health. The Superintendent shall require parents to furnish to the school, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received by October 15 of the school year. If the student remains unimmunized by October 15, the Superintendent shall exclude the student from the school until such time that the child and family are in compliance with this policy. The school shall report to

the State Board of Education, by November 15, information on students who have and have not received necessary immunizations.

A parent may file for a religious objection or submit a physician's statement that the needed immunizations are contra-indicated. These objections are to be filed with the Superintendent, who shall in turn bring them to the Advisory Council for consideration.

5.6.4 USE OF MEDICATIONS

HCA shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

All medications given in school, including over the counter medications (Tylenol or Advil), should be prescribed by a licensed provider on an individual basis as determined by the student's health status. Written documentation by a physician, as well as parental permission, must be on file in the health office to permit the child to receive medication during school hours. This must be completed before any medication can be administered in school.

5.6.5 HEALTH EXAMINATIONS

HCA follows all State of Illinois (ISBE) requirements for immunizations, physical, dental and vision exams. Exclusion of students that don't meet immunization and school physical exam requirements by October 15 of each school year, are per Illinois law (105-ILCS 5/27-8.1) Exclusion from school means your student may not attend school until they present proof of meeting the physical and immunization requirements.

Furthermore, any student intending to participate on an interscholastic athletic sports team at Harvest Christian Academy must receive a health examination by a certified medical practitioner fulfilling the requirements established by the Illinois High School Association (IHSA). This health examination must be conducted within the year of the sport played and the results of the physical examination must be in the school's possession before the student athlete is permitted to practice or compete with the team.

5.6.6 DENTAL EXAMINATIONS

HCA shall require students in kindergarten and in the second and sixth grades to have a dental examination. Each of these students shall present proof, before May 15 of the school year, of having been examined by a dentist.

The school shall report to the State Board of Education, by June 30, information on students who have and have not received required dental examinations.

5.6.7 EYE EXAMINATIONS

HCA shall require students to receive an eye examination when enrolling in kindergarten and when enrolling for the first time in public, private, or parochial school. Each of these students shall present proof, before October 15 of the school year, of having been examined by a qualified physician or licensed optometrist within the previous year.

The school shall report to the State Board of Education, by June 30, information on students who have and have not received required dental examinations.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 5.7.0 ~ ADMITTANCE**

STUDENT SEARCHES

5.7.1 PERSONAL SEARCHES

Reasonable searches of students and their personal property shall be permitted provided that the search is conducted pursuant to the terms and provisions of this policy. These searches may be permitted using the legal doctrine of “reasonable suspicion” that legal precedent has provided for educational settings.

All such searches shall be conducted only on school property or at a location where a school function is being carried out.

Principals and their designees shall be authorized to conduct such searches as may be authorized by this policy.

If a crime is suspected, a principal or his/her designee may detain the student for a reasonable time for the purpose of allowing the police to obtain a search warrant.

No physical harm shall be inflicted in conducting a search of a student.

Law enforcement agencies will be notified of any dangerous or harmful conduct or materials found as a result of any such search.

The Superintendent shall provide administrative guidelines for the use of student searches and make appropriate information known to respective publics.

5.7.2 SEARCHES OF LOCKERS AND PERSONAL EFFECTS

All lockers made available for student use on the school premises, wherever located, are the property of HCA. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by Illinois state law or school rules.

HCA retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose. The principal or designee shall conduct all inspections of lockers. Students may not use their own locks to prevent access, and any unauthorized locks may be removed without notice.

Students who use a school provided locker should presume that they possess no privacy in that locker or the locker contents.

The Superintendent shall provide administrative guidelines for the use of locker searches and make appropriate information known to respective publics.

5.7.3 SEARCH OF MOTOR VEHICLES

The principal or his/her designee upon reasonable suspicion that a vehicle contains items that cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function, may search a motor vehicle owned or operated by a student and parked upon school property.

Anything found in the course of a motor vehicle search may be disposed of by the principal or his/her designee as deemed appropriate or may be used as evidence in any suspension or expulsion proceeding.

The principal or his/her designee may request a law enforcement official to assist in searching a motor vehicle parked on school premises.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 5.8.0 ~ ADMITTANCE**

STUDENT ORGANIZATIONS

5.8.1 ENDORSEMENT

The Elder Board believes that an education that is excellent involves among other things, a variety of co-curricular and extra-curricular activities. A valuable element in this includes student organizations. These organizations allow for valuable student input, leadership opportunities, mentoring, and discipleship.

The Superintendent shall prepare administrative guidelines detailing each of the endorsed student organizations including membership and the rules that govern each organization. Every student organization at Harvest Christian Academy shall have a faculty sponsor or coordinator.

5.8.2 FUNDRAISING OF STUDENT ORGANIZATIONS

All fundraising activity is subject to approval by Harvest Bible Chapel and the Elder Board (or designee).

Student organizations are not financially supported by HCA. Therefore, the Elder Board makes provisions allowing student organizations to raise funds for specific purposes. Approval for fundraising activities must be granted by the Superintendent before any fundraising activity is initiated. The limits of such fundraising include:

1. Freshmen, sophomore, and junior classes may participate in 1 fundraising activity each year for their class account.
2. Student Council may participate in a maximum of 4 fundraising activities per year.
3. The senior class may participate in 3 fundraising activities in their senior year to help defray the cost of their senior trip.
4. All student organizations must seek administration approval for any and all fundraising activities.

5.8.3 CLASS GIFTS TO SCHOOL

Class gifts may be made to the school after consultation with the Superintendent. All class accounts must be settled and decisions made regarding excess funds before the final day of the seniors' academic year. All monies not specifically designated will be allocated to the financial aid account.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 5.9.0 ~ ADMITTANCE**

STUDENT INSURANCE

5.9.1 INSURANCE

HCA does not provide medical coverage for any of its students. It is the responsibility of the parents to see that the student is covered by insurance.

5.9.2 WAIVER OF INSURANCE

The Elder Board believes that students, particularly students who participate in sports should have reasonable medical coverage. However, students without adequate medical insurance may participate in athletics and other extra-curricular activities. Any student participating in the school's athletic program without adequate medical insurance needs a waiver of liability form signed by the parent or legal guardian annually and on file in the school office before the first day of practice.

The school assumes no liability and provides no medical benefit on behalf of the uninsured student who has been injured other than the general liability insurance for accidents on school grounds or school-related activities.

5.9.3 COMPLIANCE

The Superintendent shall develop administrative guidelines and disseminate appropriate information to the school's publics respectively.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 5.10.0 ~ ADMITTANCE**

STUDENT MOTOR VEHICLES

USE OF MOTOR VEHICLES BY STUDENTS

High school students must register their vehicle with the high school office. After registering, students are required to pay for an HCA Student Parking credential. Students are required to park in the designated student area, allowed by the high school administration. The Elder Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

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

Student drivers allowed to park on HCA's property is a privilege. Students should always exercise safety and caution when driving on the property. If drivers fail to comply with these expectations, administration reserves the right to revoke a students' driving privilege at any time.

The Elder Board will not be responsible for motor vehicles that are lost, stolen, or damaged, or any damage caused by the motor vehicle.

The Superintendent shall develop administrative guidelines for the operation and/or parking of motor vehicles including fees for school parking permits if any, and consequences of reckless driving on school property and/or during school sponsored activities.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.1.0 ~ INSTRUCTION**

ACADEMIC PROGRAM

6.1.1 DIVISION OF SCHOOL PROGRAM

Harvest Christian Academy is a Christian school that operates grades Pre-school (ages three & four); Pre-kindergarten (age five) through grade five, middle school grades six through eight, and high school grades nine through 12 (grade 12 beginning fall 2009). The Elder Board authorizes the Superintendent to operate academic programs at Harvest Christian Academy that include the above divisions.

6.1.2 INSTRUCTION IN ENGLISH

Instruction at Harvest Christian Academy will be in the English language, except of course, in the instance of teaching a foreign language to students.

6.1.3 LENGTH OF SCHOOL DAY

The school day shall be configured in such a manner as to meet all state requirements regarding Carnegie Units and class instructional time. For high school credit, all classes should meet the Carnegie Unit requirement of 120 hours of class or contact time with an instructor over the course of a school year. This stipulation is the expectation, barring unforeseen circumstances that are outside of the ability of HCA Administration's control.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.2.0 ~ INSTRUCTION**

CURRICULUM DEVELOPMENT

6.2.1 CURRICULUM DEVELOPMENT

The Elder Board recognizes its responsibility for the quality of the educational program at HCA. To this end, the curriculum is developed, evaluated, and adopted on a continuous basis and in accordance with a plan for curriculum evaluation.

For purposes of this policy, curriculum shall be defined as all the planned activities of HCA, including formal classroom instruction and out-of-class activity necessary to accomplish the educational goals of the school.

The Elder Board directs that the curriculum of HCA will:

- Be consistent with HCA's philosophy and goals
- Provide for continuous and cumulative learning at all grade levels
- Utilize a variety of learning resources and methodologies to accomplish HCA's educational goals
- Provide measurable educational outcomes by which the school may measure student progress
- Provide instruction in courses required by pertinent school accrediting agencies.

6.2.2 CURRICULUM REVISION CYCLE

HCA's Curriculum Revision policy ensures the alignment and articulation of curriculum, instructional strategies and assessments in support of the expectations for student learning by engaging in a regular curriculum and textbook review on a systematic five year cycle.

Reviews follow the schedule below:

Year 1 – Science, Foreign Language

Year 2 – English Language Arts: Reading, Writing, Grammar, Spelling, Vocabulary, Handwriting, Speech, Library Skills, Speaking and Listening

Year 3 – Social Studies

Year 4 – Technology, Fine Arts, PE/Health

Year 5 – Math, Bible

The Superintendent shall be responsible to the Elder Board for the development and evaluation of curriculum and preparation of courses of study. He shall establish administrative guidelines for curriculum that ensure proper development, implementation and evaluation.

6.2.3 ADOPTION OF COURSES OF STUDY

The Elders shall ensure a comprehensive instructional program to serve the educational needs of the students at Harvest Christian Academy. To this end, the Elder Board charges the Superintendent to recommend and adopt new courses of study as the needs arise.

The Superintendent shall bring recommendation of new courses to the Elder Board for their input and counsel. These new courses of study are deemed to be in the best interests of the students and Harvest Christian Academy. The Superintendent's recommendation to the Elder Board shall include the following:

- Its justification in terms of the goals at Harvest Christian Academy
- Its applicability to students and the potential number of students served
- The course's intended learning outcomes
- The resources required that implementation would require including instructional materials, equipment, personnel, etc.

6.2.4 EVIDENCE OF AMERICAN PATRIOTISM

Harvest Christian Academy provides instruction in patriotism, the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, and shall require pupils to recite the Pledge of Allegiance daily.

No student shall receive a certificate of graduation from the eighth grade or from high school without passing an examination on these subjects. No student shall graduate from HCA eighth grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.3.0 ~ INSTRUCTION**

GRADUATION REQUIREMENTS

The Elder Board establishes criteria in granting a diploma of graduation from Harvest Christian Academy.

6.3.1 GRADUATION & COURSE REQUIREMENTS FOR HIGH SCHOOL

Harvest Christian Academy's high school diploma will meet or exceed the Illinois State guidelines for high school graduation. HCA is designed to meet the educational needs of students who are planning to attend college. Therefore, fifty-six (56) semester credits in grades 9 through 12 are required for graduation from HCA in this college preparatory program. One credit is earned for each semester of a successfully completed course.

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

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

Any student who has not satisfactorily completed the graduation requirements will not receive a diploma until such requirements have been satisfied. Those requirements must be completed satisfactorily within two years from the date of graduation. Students who have two or fewer credits outstanding may be allowed to participate in the Commencement ceremony.

Once enrolled at Harvest Christian Academy, students must take all required courses (Bible, English, science, social studies/history, and math) at HCA. Exceptions may be considered by the administration, upon written request, submitted in advance, and signed by the parent. Requirement for Bible credits are only applicable for the years matriculated at HCA.

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

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.4.0 ~ INSTRUCTION**

STUDENT ASSESSMENT & PROCEDURES

6.4.1 GRADING

Harvest Christian Academy is committed to accurate assessment and grade reporting, grades are reported separately from academic habits and behaviors.

While we place a high emphasis on academic rigor, we also value consistent ***class preparation and essential practice necessary for learning***. Students are expected to meet the demands of work for each class in a timely fashion and communicate with their teachers about assignments, deadlines, additional help or alternative learning plans as they may be necessary. Therefore, as appropriate in each class, accountability and specific checkpoints are put in place to ensure that students are properly engaging in the learning process. Ultimately HCA is committed to insuring that students learn both the content and skills necessary for each of their classes, but also learn and develop the critical life skills for college and career success.

The Elder Board authorizes the Superintendent to construct a system of grading that when used correctly, accurately reflects the achievement level of each student.

6.4.2 STANDARDIZED TESTING

The Elder Board authorizes the Superintendent to administer standardized testing provided during the school years to help students decide their course of study and to identify their strengths and abilities. These could include PSAT, ACT, eMPower, SAT and MAP. Testing deemed necessary by the Administration will be required to:

- Ensure that students in appropriate grades are given an objective measurement of student progress with national norms
- Determine the progress of students and to assist them in attaining instructional goals
- Satisfy any accreditation standards

6.4.3 PROMOTION/RETENTION

A student will be promoted to the succeeding grade when he/she has:

- Completed the course requirements at the presently assigned grade;
- In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

LOWER SCHOOL (GRADES K- 5)

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

MIDDLE SCHOOL (GRADES 6 - 8)

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

HIGH SCHOOL (GRADES 9 – 12)

At the high school level, we operate on a semester basis for credit. This means a student must maintain a grade of 60% or higher in order to receive semester credit.

A high school student who is absent more than 20 class periods in a semester may not receive credit for that course. Both excused and unexcused absences count toward this percentage of absences. Extensions may be applied for and granted to the student by the Administration. The school will attempt to notify parents when 10 days have been accumulated. As the number of absences comes close to the 20 period limit, a conference between parent(s) and principal will be held to discuss imposed restrictions and/or credit loss.

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

The Superintendent shall develop administrative guidelines for promotion, placement and retention of students for each division at Harvest Christian Academy.

6.4.4 REPORTING OF STUDENT PROGRESS

HCA believes that the Scriptures make very clear the primary responsibility of educating children lies with the parents. Cooperation between home and school is vital for optimum growth in the child. HCA recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Superintendent directs the establishment of a system of reporting student progress, which shall include written reports and/or parent conferences with teachers; and shall require all appropriate staff members to comply with a such a system as part of their professional responsibility.

The Superintendent shall develop guidelines for reporting student progress to parents which:

- Enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents
- Ensure a continual review and improvement of methods of reporting student progress to parents

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.5.0 ~ INSTRUCTION**

AWARDS OF ACHIEVEMENT

6.5.1 AWARDS OF ACHIEVEMENT

HCA values excellence and wishes to inculcate in students the desire to do “all things as unto the LORD”. It shall be the policy of this school, therefore, to recognize outstanding accomplishment in curricular, co-curricular and extra-curricular areas.

The Superintendent shall develop plans for recognition of outstanding student achievement based on well-defined, consistent criteria and standards and detailed in the administrative guidelines.

6.5.2 VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

The Elder Board requires that seniors at HCA fulfill the following requirements to be eligible for the valedictorian or salutatorian award. The candidate for these awards shall:

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

Advanced credit transferred in from a previous school for a course that is not available at Harvest Christian Academy will not be used in the calculation for Valedictorian or Salutatorian. Instead, it will be weighted on a 4 point scale.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.6.0 ~ INSTRUCTION**

6.6.0 CLASS RANKING

The Elder Board acknowledges that a system of computing accumulative grade point average of high school courses and ranking for high school students is useful to inform students of their relative academic placement among their peers and to provide prospective employers, institutions of higher learning and such with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Elder Board authorizes the Superintendent to create and oversee such a system that computes accumulative grade point averages and relative ranking of high school students. Furthermore, he shall provide administrative guidelines which ensures a fair, consistent application of this ranking system and a method of disseminating information to pertinent parties.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.7.0 ~ INSTRUCTION**

CLASS SIZE

6.7.0 CLASS SIZE

Believing that limiting the number of students in individual classes may enhance the academic attainment of students; the size of HCA classes will be carefully controlled.

For preschool, class sizes are targeted at: 10:1.

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

For classes grades K-2, class sizes are targeted at 20:1. Classes exceeding the 20:1 ratio may be assigned a teacher's aide.

For classes grades 3-8, class sizes are targeted at 25:1

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

The Superintendent may make exceptions to the above limits after consultation with the Chief Operating Officer.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.8.0 ~ INSTRUCTION**

DROP/ADD OF HIGH SCHOOL CLASSES

6.8.0 DROP & ADDING OF HIGH SCHOOL CLASSES

No high school class may be dropped or added unless the student consults with the school counselor and/or high school principal and secures permission to do so. No course may be added after the second week of the semester, unless unusual circumstances prevail. Courses may be dropped without penalty/record within the first three weeks (20 school days) of the start of the course. Courses that have been dropped after the third week of the semester will be indicated on the student's transcript as either a Withdrawal/Pass or Withdrawal/Fail depending on the academic average of the student's course work at the time of withdrawal. A "Withdrawal/Fail" will count as an "F" in factoring the student's GPA.

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

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.9.0 ~ INSTRUCTION**

EXAMINATIONS

6.9.1 RESTRICTIONS ON GRADING OF CLASS TESTS/EXAMINATIONS

HCA wishes to protect the privacy of its students. No students, therefore, are to correct tests and/or exams of any other student. They may correct homework daily work or quizzes as the teacher sees fit. Approved teacher assistants, including parent volunteers, under the direction of a supervisory teacher, may correct tests/examinations, but not post grades.

6.9.2 SENIOR EXEMPTIONS FROM SEMESTER EXAMS

Semester final exams will account for 20% of the semester grade. For the purpose of data analysis and measuring instructional effectiveness, all students will take semester exams.

Second semester seniors will qualify for semester exam exemption if they meet the following criteria:

1. Must have a C- grade or higher in the class
2. No more than 6 absences from the class during the semester

NOTE: Semester exams will never be administered early. If students are unable to attend at the scheduled time of the exam, alternate plans will be agreed upon by the student, the teacher and student services to take the exam at a later time.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.10.0 ~ INSTRUCTION**

STUDENT SERVICES

The Elder Board recognizes the importance of providing guidance and counseling services for students at Harvest Christian Academy. Therefore, the Elder Board requires that a planned program of guidance and counseling be an integral part of the educational program at HCA.

Specifically, the school's guidance services should:

- Assist upper school students in planning their course schedules
- Aid students in identifying career options and making choices as it relates to post-secondary education or vocation
- Provide high school students/parents procedural information regarding post-secondary education
- Provide pertinent information relating to post-secondary education financial aid and scholarship opportunities
- Minister to lower and upper school students, assisting them with personal, family and crisis counseling
- Assist students in becoming independent planners and decision makers with regard to post-secondary plans

The Superintendent will ensure adequate funding and personnel commensurate with an excellent guidance and counseling program.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.11.0 ~ INSTRUCTION**

INSTRUCTIONAL MATERIALS

6.11.0 TEXTBOOK SELECTION

Harvest Christian Academy is committed to providing an excellent academic program. Curriculum review, evaluation and adoption are an ongoing process. As such, the Elder Board is committed to providing adequate funding for the upgrading of textbooks and appropriate curricular material.

The Superintendent will provide administrative guidelines for the review/revision of curriculum. Furthermore, a timeline or cycle of review should be established in order to provide a systematic and timely review of all materials.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 6.12.0 ~ INSTRUCTION**

RETAKEN COURSES

6.12.0 RETAKEN COURSES

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

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

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

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 7.1.0 ~ COMMUNITY RELATIONSHIP**

PUBLIC INFORMATION

7.1.1 INFORMING THE SCHOOL COMMUNITY

The school believes that parents are the primary educators of their children, and therefore, should be notified and kept current on school issues, events, assessment, etc., that are pertinent to the education of their children.

The Superintendent shall provide a program designed to keep all pertinent school audiences well informed of school issues.

7.1.2 MEDIA SPOKESMAN

The Superintendent shall be HCA's official spokesman to the news media. He may at times, and at his discretion, delegate this responsibility to others. The school's staff will be given proper training as to how to relate to the news media in the event of an emergency.

HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 7.2.0 ~ COMMUNITY RELATIONSHIP

7.2.0 AUXILIARY ORGANIZATIONS

The Elder Board supports the formation of auxiliary organizations designed to assist and promote Christian education at Harvest Christian Academy. In order for these groups to be recognized as organizations that officially represent this school's interests, the Elder Board must recognize them as such.

The Superintendent shall be responsible to bring before the Elder Board or its designate proposals regarding the formation and operation of any auxiliary organization. He should bring any charter and organizational framework to the Elder Board for its consideration.

The Elder Board reserves the right to withdraw any support or sponsorship from any organization which the Elder Board believes violates the scope or philosophy for which the organization was created.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 7.3.0 ~ COMMUNITY RELATIONSHIP**

7.3.0 SCHOOL VISITORS

Harvest Christian Academy welcomes visitors to the school. In order to accommodate those visiting the school and to maintain a safe and orderly school environment, it is necessary and proper to offer safeguards and parameters to which visitors will be subject. Rules regarding the proper entry of visitors are conspicuously posted or displayed on the school grounds and at any entry into the building.

The Superintendent shall develop administrative guidelines detailing the rules regarding school visitors. The Elder Board authorizes the Superintendent and/or his designees to remove from the school grounds any individual or group that in his opinion, would hinder the safe and orderly conduct of the school.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 7.4.0 ~ COMMUNITY RELATIONSHIP**

RELATIONSHIPS WITH OTHER INSTITUTIONS

7.4.1 HARVEST BIBLE CHAPEL

Harvest Christian Academy is a ministry of Harvest Bible Chapel. HCA is a ministry of HBC. The Assistant Senior Pastor serves as the liaison between the school and the Elder Board. The Superintendent keeps the Assistant Senior Pastor abreast of any pertinent issues. In turn, he brings these issues to the Elder Board.

The Superintendent is charged with the responsibility to keep the congregation of HBC abreast of issues, noteworthy events or accomplishments, or concerns. He shall make every effort to recruit students from the pool of eligible children at HBC and foster excellent public relations with the church.

7.4.2 OTHER CHURCHES

The student and family population of Harvest Christian Academy represents a diverse group of churches in the Chicagoland area. The Superintendent is responsible for establishing and maintaining relations with these representative churches. He shall develop guidelines designed to keep these representative churches up to date with school events and accomplishments, disseminating information intended to foster partnerships between the school and these churches.

7.5.3 OTHER ELEMENTARY AND SECONDARY SCHOOLS

The Elder Board believes that a working relationship with other schools, both public and private, may be used as an effective witness of God's presence in the life of our school. The Elder Board encourages the Superintendent to seek cooperative measures when, in his opinion, it is desirable, prudent, and in the best interests of HCA in accomplishing the school's mission, philosophy and goals.

7.4.4 EDUCATIONAL ASSOCIATIONS

It is the Elder Board's desire to offer the very finest Christian education available to our students. In light of this, the Elder Board believes that participation in educational associations may be beneficial to HCA by fostering collegial relationships with other school personnel or experts in the field of education. In addition, HCA's reach and influence can be magnified when associated with many schools and represented at the state and national levels. The Elder Board, then, encourages the Superintendent to seek educational associations that accomplish the purposes described above.

The Elder Board believes that accreditation by state and/or national accrediting agencies benefit our school. Accreditation requires that HCA personnel carefully examine the entire school program. An outside agency evaluates HCA, making recommendations that lead to the school's improvement. Together, this evaluation leads to self-improvement. Furthermore, accreditation implies meeting a high standard by which the public can judge and trust.

In light of the above, the Elder Board desires for HCA to be an accredited school when in the opinion of the Elder Board, such accreditation does not compromise the school's mission, philosophy or goals, or place an unreasonable burden on school personnel or program.

Official associations or accreditation agreements between the school and outside agencies must be pre-approved by the Elder Board. The Superintendent shall bring proposals of such agreements to the Elder Board for their consideration.

7.4.5 POST-SECONDARY INSTITUTIONS

The Elder Board believes that exposing our students to colleges, universities, and other post-secondary institutions is beneficial. As such, HCA permits institutions of higher learning to visit our school campus. The Superintendent will devise administrative guidelines detailing the parameters of such visits.

7.4.6 GOVERNMENTAL AGENCIES

Harvest Christian Academy follows all pertinent federal, state and local regulations for the safe operation of schools. The Superintendent is responsible to ensure the proper, accurate and timely reporting of inspections, statistics and other relevant information to the proper authorities.

Governmental aid may be made available to Harvest Christian Academy, but acceptance of such assistance may only be made by decision of the Elder Board.

The Superintendent shall be responsible to be knowledgeable of any pertinent issues, laws or regulations affecting Harvest Christian Academy. He shall provide administrative guidelines detailing these regulations and the school's obligation or responsibility in fulfilling them. He shall report to the Elder Board from time to time on the status of said regulations.

**HARVEST CHRISTIAN ACADEMY
BOARD POLICY MANUAL
SECTION 7.5.0 ~ COMMUNITY RELATIONSHIP**

7.5.0 RELATIONSHIPS WITH PARENTS

Education is primarily the responsibility of parents. Harvest Christian Academy exists to assist parents in this vital task. In order to ensure an excellent working relationship between home and school, thorough communication must be a priority. The Superintendent is charged with the responsibility of providing various and effective forms of communication to the home, and the means by which the home may communicate with the school. He must provide opportunities where parents may visit the school and classrooms, speak with the teachers, and be a regular part of the educational process.

The Elder Board believes that as primary educators of their children, parents are ultimately responsible for the behavior of their children, in school and out of school.

The Elder Board seeks full cooperation of parents in working with the school staff. And though parents are ultimately responsible as caretakers of their children, they do not have the right to make decisions that contradict the policies of the school. Because attendance at Harvest Christian Academy is a privilege and not a right, the school can expect full cooperation with regard to student compliance with policies and practices of the school. Should the parent find him/herself unable to support the policies and practices of Harvest Christian Academy, the parent should withdraw the student(s) from the school.

The Superintendent shall provide administrative guidelines with regard to compliance of this policy.