



**PARENT/STUDENT  
HANDBOOK  
2020-2021**

*A ministry of Harvest Bible Chapel*

# HARVESTCHRISTIANACADEMY

## LETTER FROM THE SUPERINTENDENT

### 2020-2021

---

Dear Parents and Students,

Welcome to Harvest Christian Academy. We are excited for you and your family to be part of our HCA community this year. Whether you are a new or returning student, it is no accident that you are a part of our student body. We desire to equip you with a high-quality Christian education that is rooted in God's Word and academic excellence.

Our faculty members serve to help you discover and develop the gifts God has given you. Everything we do at HCA is designed to encourage you to glorify God with your life by seeking truth, living out biblical precepts, exercising a disciplined mind and a wise, kind and discerning heart; and to following Christ in all you do.

This handbook is designed to inform and remind you of opportunities and responsibilities that you have as loved member of our uncommon community. The mission of Harvest Christian Academy is honor God by working to fulfill the Great Commission—by using education to make and grow disciples for Jesus Christ to impact the world for His glory. We commit to challenging you toward Godliness, spiritual and academic growth. We pray you will be transformed as you follow Christ's example of serving others and doing your best while striving for biblical excellence.

By reading this handbook and agreeing to HCA standards, you are voluntarily committing yourself to adopting our mission for your life. We are so pleased to walk with you and your family this year.

Looking forward to our best year yet!

Talbott Behnken  
Superintendent  
Harvest Christian Academy  
2020-2021

## TABLE OF CONTENTS

<b><u>SECTION 100~ MISSION, PURPOSE, GOVERNANCE.....</u></b>	<b><u>7</u></b>
BIBLICAL MANDATE .....	7
FIVE PILLARS .....	7
MISSION STATEMENT.....	7
VISION FOR OUR SCHOOL .....	7
VISION GOALS .....	7
OUR CORE VALUES .....	7
GOVERNANCE .....	8
STATEMENT OF FAITH.....	8
<b><u>SECTION 200~ GENERAL OPERATIONS .....</u></b>	<b><u>12</u></b>
AUTOMOBILE INSURANCE .....	12
AFTER CARE PROGRAMS .....	12
BEFORE CARE PROGRAMS .....	12
BUILDING SECURITY .....	12
CLOSED CAMPUS.....	12
COLD WEATHER POLICY .....	12
CALENDAR.....	13
CHILD ABUSE REPORTING PROCEDURES .....	13
CLOSINGS/DELAYS/INCLEMENT WEATHER.....	13
COMMUNITY STANDARDS/ HCA CODE OF CONDUCT .....	13
DOCUMENTATION .....	13
ELEVATOR PROCEDURES.....	14
EMERGENCY PROCEDURES.....	14
FOOD AND DRINK .....	14
<i>HEALTH GUIDELINES STATE REQUIREMENTS .....</i>	<i>14</i>
<i>ILLNESSES .....</i>	<i>14</i>
<i>MEDICATIONS .....</i>	<i>15</i>
<i>ALLERGY POLICY STATEMENT .....</i>	<i>15</i>
<i>ASTHMA POLICY.....</i>	<i>15</i>
<i>ILLNESS DURING SCHOOL DAY .....</i>	<i>15</i>
<i>INJURIES AT SCHOOL .....</i>	<i>15</i>
<i>EXCUSED FROM PHYSICAL EDUCATION .....</i>	<i>15</i>
HOURS (SCHOOL HOURS) .....	16
LIBRARY USE.....	16
LOCKERS .....	16
LOST AND FOUND.....	16
LUNCH .....	16
PARENT INVOLVEMENT .....	17
<i>PTF.....</i>	<i>17</i>
<i>PARENT VOLUNTEERS.....</i>	<i>17</i>
<i>ATHLETIC BOOSTERS .....</i>	<i>17</i>
PARKING AREA .....	17
PHONE DIRECTORY ASSISTANCE.....	17
PICK-UP AND DROP OFF PROCEDURES.....	17

RE-ADMISSION .....	18
RE-INTERVIEW .....	18
RE-ENROLLMENT .....	18
SOLICITING .....	18
THREATS AND EMERGENCY PREPAREDNESS .....	18
TRANSPORTATION .....	19
<i>TRANSPORTATION TO SCHOOL</i> .....	19
<i>SECURITY</i> .....	19
<b><u>SECTION 300~ BUSINESS OPERATIONS .....</u></b>	<b><u>20</u></b>
FUNDRAISING.....	20
WITHDRAWAL OF STUDENTS FROM SCHOOL .....	20
WITHDRAWAL AND REQUEST FOR RECORDS .....	20
<b><u>SECTION 400~ PERSONNEL .....</u></b>	<b><u>21</u></b>
FACULTY @ STAFF QUALIFICATIONS.....	21
NON-DISCRIMINATORY HIRING POLICY .....	21
<b><u>SECTION 500~ STUDENTS.....</u></b>	<b><u>22</u></b>
ARRIVAL TIMES .....	22
<i>ARRIVAL TO SCHOOL (GRADES K-4)</i> .....	22
<i>ARRIVAL TO SCHOOL (GRADES 5-12)</i> .....	22
ATHLETIC ELIGIBILITY .....	22
ATTENDANCE PROCEDURES .....	22
<i>HOW TO REPORT AN ABSENCE</i> .....	22
<i>EXCUSED ABSENCES</i> .....	23
<i>EXCESSIVE ABSENCES</i> .....	23
<i>MAKE-UP WORK</i> .....	23
<i>LEAVING CAMPUS</i> .....	23
<i>STUDENT ACCOUNTING</i> .....	23
<i>TRUANCY FOR GRADES 5-12 STUDENTS</i> .....	23
<i>TARDY PROCEDURES</i> .....	23
CONFIDENTIALITY STATEMENT (STUDENT RECORDS).....	24
DISCIPLINE (GRADES K-12) .....	24
<i>ATTITUDINAL BEHAVIOR</i> .....	25
<i>DISCIPLINARY METHODS – GRADES 5-12</i> .....	25
DRESS CODE .....	26
<i>GRADES K-8 GUIDELINES</i> .....	27
<i>BOTTOMS</i> .....	27
<i>TOPS</i> .....	27
<i>SHOES/SOCKS</i> .....	27
<i>SPECIFIC GUIDELINES FOR GRADES K-5 GIRLS</i> .....	27
<i>CONSEQUENCES FOR GRADES K-8 DRESS CODE VIOLATION</i> .....	27
<i>GRADES 9-12 GUIDELINES</i> .....	28
<i>FORMAL WEAR GUIDELINES</i> .....	28
<i>DRESS CODE INFRACTION PROCEDURE FOR UPPER SCHOOL</i> .....	28
<i>PHYSICAL EDUCATION CLASSES (GRADES 5-12)</i> .....	29

<b>PART-TIME STUDENTS</b> .....	<b>29</b>
<b>PROHIBITED ITEMS/CELL PHONES</b> .....	<b>29</b>
<b>RECORDS ~ PERMANENT STUDENT</b> .....	<b>30</b>
<i>EXAMINATION OF STUDENT RECORDS</i> .....	30
<b>STUDENT CONFLICT</b> .....	<b>30</b>
<b>TRANSPORTATION</b> .....	<b>30</b>
<i>TRANSPORTATION TO SCHOOL</i> .....	30
<i>STUDENT VEHICLES</i> .....	31
<b>VISITORS</b> .....	<b>31</b>
<i>STUDENT VISITORS</i> .....	31
<i>PARENT VISITORS</i> .....	31

**SECTION 600~ ACADEMIC PROGRAM.....32**

<b>ACCREDITATIONS/ APPROVALS</b> .....	<b>32</b>
<b>ACADEMIC ACCOUNTABILITY AND GRADING (GRADES 9-12)</b> .....	<b>32</b>
<b>ACADEMIC BEHAVIORAL REPORT</b> .....	<b>32</b>
<b>ACADEMIC PROBATION</b> .....	<b>34</b>
<b>ACADEMIC SUPPORT</b> .....	<b>34</b>
<b>CHAPEL</b> .....	<b>34</b>
<b>CLASS-SIZE RATIOS</b> .....	<b>34</b>
<b>CLASSROOM PROCEDURES</b> .....	<b>35</b>
<i>CLASS WORK</i> .....	35
<i>HOMEWORK</i> .....	35
<i>ACADEMIC HONESTY</i> .....	35
<i>WORK MAKE-UP POLICY</i> .....	36
<i>TESTS</i> .....	36
<b>CONFERENCES</b> .....	<b>36</b>
<b>DISTINGUISHED SCHOLAR</b> .....	<b>37</b>
<b>DROP/ADD FOR UPPER SCHOOL CLASSES</b> .....	<b>37</b>
<b>EDUCATIONAL POSITION STATEMENTS</b> .....	<b>37</b>
<i>DISTINCTIVE BELIEFS</i> .....	37
<b>FIELD TRIPS</b> .....	<b>37</b>
<i>OVERNIGHT ACCOMMDATIONS</i> .....	38
<b>FIRE AND DISASTER DRILLS</b> .....	<b>38</b>
<b>GRADING SCALE</b> .....	<b>38</b>
<i>GRADING SCALE @ CORRESPONDING UPPER SCHOOL GRADE POINTS</i> .....	38
<b>GUIDANCE @ COUNSELOR SERVICES</b> .....	<b>39</b>
<i>COURSE SCHEDULING</i> .....	39
<i>COLLEGE FINANCIAL AID/COLLEGE SCHOLARSHIPS/CAREER COUNSELING</i> .....	39
<b>GRADUATION @ COURSE REQUIREMENTS FOR UPPER SCHOOL</b> .....	<b>39</b>
<b>UPPER SCHOOL EXAMS</b> .....	<b>39</b>
<b>HONOR ROLL/MARKS OF EXCELLENCE</b> .....	<b>40</b>
<i>MIDDLE SCHOOL HONOR ROLL</i> .....	40
<i>UPPER SCHOOL HONOR ROLL</i> .....	40
<b>INSTRUCTION IN ENGLISH</b> .....	<b>40</b>
<b>PROMOTION PROCEDURES</b> .....	<b>40</b>
<i>LOWER SCHOOL (GRADES K- 4)</i> .....	40
<i>MIDDLE SCHOOL (GRADES 5 - 8)</i> .....	41
<i>UPPER SCHOOL (GRADES 9 - 12)</i> .....	41
<b>REPORTING OF ACADEMIC PROGRESS</b> .....	<b>41</b>
<i>REPORT CARDS</i> .....	41

<b>RETAKE COURSES FOR UPPER SCHOOL STUDENTS</b> .....	<b>42</b>
<i>RETAKE A PASSED COURSE</i> .....	42
<i>RETAKE A FAILED COURSE</i> .....	42
<b>SUMMER SCHOOL</b> .....	<b>42</b>
<b>SUPPLIES (SCHOOL SUPPLIES)</b> .....	<b>42</b>
<b>TESTING</b> .....	<b>43</b>
<i>NATIONAL STANDARDIZED TESTING</i> .....	43
<b>TEXTBOOKS</b> .....	<b>43</b>
<b>VALEDICTORIAN AND SALUTATORIAN</b> .....	<b>43</b>

**SECTION 700~ COMMUNITY RELATIONS.....44**

<b>BIRTHDAY CELEBRATIONS (GRADES K-4)</b> .....	<b>44</b>
<b>CHANGE OF ADDRESS/PHONE NUMBER</b> .....	<b>44</b>
<b>COMMUNICATION WITH SCHOOL PERSONNEL</b> .....	<b>44</b>
<i>BIBLICAL COMMUNICATION</i> .....	44
<b>CHURCH ATTENDANCE</b> .....	<b>44</b>
<b>PARENT INVOLVEMENT</b> .....	<b>45</b>
<b>PARENT TASK FORCE</b> .....	<b>45</b>
<i>PARENT VOLUNTEERS</i> .....	45
<i>ATHLETIC BOOSTERS</i> .....	45
<b>VISITORS</b> .....	<b>45</b>
<i>STUDENT VISITORS</i> .....	45
<i>PARENT VISITS</i> .....	46

**HARVEST CHRISTIAN ACADEMY**  
*Parent Student Handbook*  
**SECTION 100~ MISSION, PURPOSE, GOVERNANCE**

**BIBLICAL MANDATE**

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

**FIVE PILLARS**

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

*1. Proclaiming the authority of God’s Word without apology*

“Preach the word; be ready in season and out of season; reprove, rebuke, and exhort, with complete patience and teaching.” 2 Timothy 4:2

*2. Lifting high the name of Jesus through worship*

“God is spirit, and those who worship him must worship in spirit and truth.” John 4:24

*3. Believing firmly in the power of prayer*

“Praying at all times in the Spirit, with all prayer and supplication. To that end keep alert with all perseverance, making supplication for all the saints.” Ephesians 6:18

*4. Sharing the good news of Jesus with boldness*

“And also for me, that words may be given to me in opening my mouth boldly to proclaim the mystery of the gospel, for which I am an ambassador in chains that I may declare it boldly, as I ought to speak.”  
Ephesians 6:19-20

*5. Enduring in love as the foundation of all relationships*

“By this all people will know that you are my disciples, if you have love for one another.” [John 13:35](#)

**MISSION STATEMENT**

To glorify God through the fulfillment of the Great Commission. ([Matthew 28:19-20](#)).

**VISION FOR OUR SCHOOL**

To become the most well-known and sought after Christian school in the region.

**VISION FOR OUR STUDENTS**

HCA graduates will impact their world for Christ in every segment of society.

**VISION GOALS**

- State of the art teaching, instruction, and facilities
- Professional level performing arts
- Championship academic and athletic teams

**OUR CORE VALUES**

- Christ Centered
- Outstanding academic achievement
- Relationally focused faculty and staff
- Excellence driven in everything

## **GOVERNANCE**

Harvest Christian Academy is a ministry of Harvest Bible Chapel, which is an Elder governed church. The Elder Board has empowered the organizational leader of Harvest Bible Chapel (Chief Operating Officer/Senior Executive Pastor) to oversee the superintendent of Harvest Christian Academy. These two meet weekly (more often, if needed) to discuss strategic issues such as capital project development, organizational structure, doctrinal alignment, major disciplinary cases, and the general direction of the school. The superintendent is empowered by the Chief Operations Officer/Senior Executive Pastor to lead the day-to-day operation of the school, with accountability provided by the Elder Board, through the Chief Operating Officer/Senior Executive Pastor. *This section will be updated to reflect the governance structure changes as they are reported and implemented by Harvest Bible Chapel. Currently a Ministry Leadership Team and Business Leadership Team are organized for the day-to-day operations of the church.*

## **STATEMENT OF FAITH**

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 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.

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.

**HARVEST CHRISTIAN ACADEMY**  
*Parent Student Handbook*  
**SECTION 200~ GENERAL OPERATIONS**

**AUTOMOBILE INSURANCE**

Please follow state guidelines for insuring your vehicle. HCA's insurance policy does not cover the driver of any vehicle on our property. In the case of an accident, the driver's own personal insurance would be involved. Any student drivers who utilize HCA parking must also maintain appropriate insurance on the vehicle.

**AFTER CARE PROGRAMS**

All students NOT in a supervised program such as after-care, sports, clubs, etc. are to be picked up by their parents or appropriate guardian at the end of the school day. No students are to be left unsupervised at school.

Students in grades K-8 will be referred to the After Care Program when parents arrive after 3:18 PM for pick-up. Students in grades K-5 will be delivered to the After Care location by HCA staff. Parents can pick-up students between 3:20 and 6:00 PM. Any students in the building unsupervised will be marshaled by the Administration, who will call the parents of the student to coordinate pick-up as soon as possible.

Fee structure is as follows:

Grades K-5 = \$7.00 per hour (prorated based on 15 minute increments)

Grades 6-8 = \$4.00 per hour (prorated based on 15 minute increments)

***\*\*After Care should not be used after 6:00 PM. In the event of an emergency, charges will be \$7 per 15 minutes.***

**BEFORE CARE PROGRAMS**

We offer a Before Care program for students in preschool through grade 8, starting at 7:00 AM and ending at 8:00 AM. The cost for this program is \$5/day.

All charges will be added to a family's account.

**BUILDING SECURITY**

Due to the design and multiple uses of the buildings, an entrance and overall building security system is utilized for both church and school use. Although this may add a level of additional inconvenience at times, parents are asked to understand that it is designed for the safety of their children. Security guidelines will be revised as needed. **All vehicles must prominently display HCA or HBC staff parking tag.** Failure to do so will result in delayed or denied access.

All visitors, including parents must sign-in at the second floor reception desk during school hours.

**CLOSED CAMPUS**

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

**COLD WEATHER POLICY**

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

*Rainy days*- Recess will be held indoors.

*Cold weather* - Wind chill or temperature below 10° children will remain indoors.

Children should be appropriately outfitted for the cold weather days when wind chill is not below 10°. Boots, hats, and gloves or mittens are required for snow play. Children who are not prepared for snow play will still be required to go outside but not able to play out in the field designated areas.

## **CALENDAR**

An annual calendar is published each spring for the next school year. Parents may refer to the school's website at [harvestchristianacademy.org/schoolcalendar](http://harvestchristianacademy.org/schoolcalendar).

## **CHILD ABUSE REPORTING PROCEDURES**

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

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

In the event of severe weather requiring school closing, the school office will post the closing in many locations. These will include: [Facebook- Harvest Christian Academy Official](#), and on our website [harvestchristianacademy.org](http://harvestchristianacademy.org). Once a closing is reported to [emergencyclosings.com](http://emergencyclosings.com), parents may obtain information from area television stations or [emergencyclosings.com](http://emergencyclosings.com). Every effort will be made to provide early notification of school closing so that carpools can proceed safely.

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

## **COMMUNITY STANDARDS/ HCA CODE OF CONDUCT**

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

- We rely on God's Word as the absolute authority in all matters
- We seize teachable moments
- We build each other up and never speak against one another
- We welcome people into our community
- We will have the hard conversations now; speaking the truth in love
- We embrace feedback
- We hire people who align with our mission

## **DOCUMENTATION**

All students are required to have a current immunization record (or religious objection letter), a copy of their birth certificate, and any previous school records (for transfer students). Students who have court

orders (adoption, foster care, divorce custody arrangements) governing their guardianship should also have a copy of the court order on file with the school for security purposes only.

### **ELEVATOR PROCEDURES**

Elevator use will be restricted to adults only unless otherwise authorized by the principal or nurse. An adult may monitor students with disabilities requiring elevator use for accessibility.

### **EMERGENCY PROCEDURES**

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

### **FOOD AND DRINK**

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

### **HEALTH GUIDELINES**

#### *STATE REQUIREMENTS*

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) to be excluded. Exclusion from school means your student may not attend school until they present proof of meeting the physical and immunization requirements.

#### *ILLNESSES*

Parents should notify the school nurse in the event of a contagious disease (i.e., fifth's disease, chicken pox, strep throat, pink-eye or lice). Other families may be notified of the possibility of exposure, depending on the disease.

For illnesses such as the common cold, parents are encouraged to use discretion when returning a child to school. For certain illnesses that are more severe and could be contagious, HCA has the following policy, that will tremendously help the prevention of spreading illnesses at school:

- Fever free for 24 hours (without the use of fever-reducing medications) before returning to school – A FEVER is a temperature above 100 degrees.
- Infections requiring antibiotics, such as pink-eye or strep throat, students should have received a full 24 hour cycle of the prescribed medication before returning to school.
- Symptoms of vomiting and/or diarrhea, students should be kept at home for a minimum of 24 hours after the last incident.

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

be in place. Any necessary medications will be provided by the parent to the school nurse. The Health Care Plan must be renewed each year the student is at HCA.

### *MEDICATIONS*

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.

### *ALLERGY POLICY STATEMENT*

Harvest Christian Academy is an allergy-aware school that recognizes the importance of healthy nutrition while striving to support students with life-threatening allergies. We believe a partnership with parents, students and school is essential to providing an educational environment that fosters independence while trusting in God for our ultimate security.

Age-appropriate education and prevention of exposure to allergens are the most important ways to prevent life-threatening anaphylaxis. Harvest Christian Academy is a campus that mimics the environment of the real world in many ways. Our goal is to provide a reasonably clean classroom environment while progressively educating the allergic student on safe navigation techniques in common areas. We believe total protection to be detrimental to the students' ability to function in the real world.

\*These guidelines do not extend to activities outside the classroom (including transportation to and from school, overnight trips, field trip destinations etc.) or outside of the academic day (sporting events, extracurricular activities, etc.)

Our Allergy Policy can be found on our website: [harvestchristianacademy.org/healthservices](http://harvestchristianacademy.org/healthservices).

### *ASTHMA POLICY*

In compliance with ISBE and Illinois Public Act 099-0843, HCA's Asthma Policy can be reviewed at [harvestchristianacademy.org/healthservices](http://harvestchristianacademy.org/healthservices).

### *ILLNESS DURING SCHOOL DAY*

If a student should become ill during the school day, he/she should report immediately to the Nurse's office. Parents will be notified and a determination will be made concerning whether the child should remain at school or be taken home. In the case of sudden, severe illness, injury, or worsening of chronic conditions, the emergency contact information and chronic illness Health Care plans will be followed for transporting the student to the hospital and contacting the family physician.

### *INJURIES AT SCHOOL*

If a student is injured at school, the child will be cared for by the person best able to administer care at the time of need. HCA's Nurse will be contacted and will notify parents via phone or email. If a student's injury required medical attention, an HCA Incident Report will be completed. When emergency services are needed, a call to 911 will be placed before calling the parent. If transported to a hospital, a school employee will accompany the child until they are reunited to parents.

### *EXCUSED FROM PHYSICAL EDUCATION*

Any request for a student to be excused from physical education class, for injury or illness, requires a signed note or email from the parent/guardian, directly to the physical education teacher. This note/email is valid for (up to) three school days only. Any timeframe greater than three school days, a signed doctor note is required to be provided to the physical education teacher AND the school Nurse. HCA does provide

adapted physical education options for students who will be missing physical education in larger blocks of time, so credit can still be received for physical education classes. Parents must fill out the Adapted Physical Education form found at [harvestchristianacademy.org/healthcareplan](http://harvestchristianacademy.org/healthcareplan). This must be filled out, signed by a physical therapist or a doctor and turned in to the Nurse and the physical education teacher.

### **HOURS (SCHOOL HOURS)**

School hours are as follows:

Preschool: 8:00 AM until 3:00 PM (see Preschool for specific times for half day attendance)

Grades K-5: 8:00 AM until 3:00 PM

Grades 6-12: 7:50 AM until 3:05 PM

*Students will be allowed into their classrooms 10 minutes prior to the start of the school day.*

### **LIBRARY USE**

The library is designed so that students typically, will be allowed to check out two books per week during their classroom visits. With the exception of research, students will not be allowed to check out books until they have returned books checked out. We do not assess fines at HCA, however, if after 30 days a book cannot be found, patrons are asked to replace the lost book. Failure to replace a lost book may result in lost library privileges. Students will receive the overdue notice from the Librarian.

### **LOCKERS**

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

Middle and upper school students are required to supply a combination lock. This information is listed on the school supply lists.

### **LOST AND FOUND**

A Lost and Found area will be located near the second floor reception desk. Items not claimed after one month will be donated to charity.

### **LUNCH**

Grades K-5 will be assigned a lunch period with recess either preceding or following the lunch period. Parents are welcome to join students at lunchtime on special occasions only. Students are welcome to bring their lunches from home or to purchase a hot lunch from the cafeteria. A limited menu will be featured for students on a daily basis. In addition, milk and water will be available for purchase daily. Menus will be published monthly. Each family has a lunch account where parents prepay for all lunch and beverage purchases. Information can be found at [harvestchristianacademy.org/lunch](http://harvestchristianacademy.org/lunch).

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

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



## **PARENT INVOLVEMENT**

Parental involvement is a significant aspect of our school program. Harvest Christian Academy seeks to provide a safe and secure environment for the students who participate in our programs and activities. Our organization-wide Student Protection Policy provides clear direction to staff and volunteers about Harvest Christian Academy's commitment to expected conduct when dealing with student protection issues. It protects students while in the care of our school from incidents of misconduct or inappropriate behavior and also protects staff and volunteers from false accusation.

Parents are encouraged to participate in one of the following organizations:

### *PTF*

The Parent-Task Force is an auxiliary organization of parents and school personnel under the general oversight of the PTF Team Leader, which functions according to school policy. The organization is committed to the Statement of Faith and Educational Objectives of Harvest Christian Academy.

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

### *PARENT VOLUNTEERS*

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

### *ATHLETIC BOOSTERS*

The purpose of this organization is to promote and build our athletic program at Harvest Christian Academy. These parents help promote school spirit and aid the HCA athletic staff in organizing and staging home athletic events, concessions and related activities.

## **PARKING AREA**

Please abide by any posted safety, speed limits and handicapped signs. Authorized student drivers are to park in assigned designated parking spots in the west parking lot. Parking permits are required and can be purchased in the Upper School Office. Drivers are required to be properly insured and licensed in accordance with Illinois State laws.

## **PHONE DIRECTORY ASSISTANCE**

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

Elgin School Office:	847.214.3500
Elgin Preschool Office:	847.214.3500 x3509
Billing Inquiries:	847-214-3500 x3508

A complete staff directory can be found on the HCA app.

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

Pick-up and drop off procedures can be requested from the HCA Reception Desk. HCA staff monitor the pick-up/drop off process to ensure a safe and orderly environment. Parents are asked to wait in the

cafeteria or third floor lounge area at day's end for the dismissal bell. We ask you to wait in these designated areas for safety reasons.

In general, the east garage is for parking and coming in the building. The west garage is the drive through for quick drop off and pick-up for students in grades K-6. The East Lobby entrance is a quick pick-up and drop off point for students in grades 7-12. Please do not park on the west side during the morning drop-off (7:30- 8:30 AM) and afternoon pick-up (2:30-3:30 PM.)

### **RE-ADMISSION**

Any student who has been dismissed from HCA and desires re-admission may request a meeting with the administration. Since dismissal comes after a serious infraction of the rules of the school, steps taken to return will not be easy. Students dismissed from HCA may apply for re-admission no earlier than two full semesters after dismissal.

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

### **RE-INTERVIEW**

Students who aren't conforming to the HCA Parent/Student Handbook and/or academic expectations, may be asked by Administration to re-interview prior to enrollment in classes for the next term/semester. This re-interview will determine future student enrollment.

### **RE-ENROLLMENT**

Parents of returning students are asked to submit a re-enrollment form beginning in January. If a student is in serious academic or disciplinary trouble, they may be registered for the following school year, only after re-interview with the Administration. HCA reserves the right, within its sole discretion, to refuse re-enrollment of a student that does not meet the school's spiritual, academic, social and behavioral expectations.

### **SOLICITING**

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

### **THREATS AND EMERGENCY PREPAREDNESS**

Given the current state of heightened security existing in our nation and culture, it is critical that the HCA states a policy of "non-tolerance" for any threat or bullying made against any student or staff member, or the facility. Threatening or bullying a student or staff member will be reviewed on an individual basis and disciplinary action can range from a parent conference to expulsion. Threats against the general well-being and safety of students, staff or the facility will be dealt with to the full extent of the reporting process to the local police.

If a situation occurs that necessitates the involvement of any law enforcement, HCA and its administration will fully cooperate with law enforcement. In maintaining a safe environment, it may be necessary for law enforcement to speak with students regarding safety or criminal issues. Based on time constraints and the immediate safety of the community, police may chose to speak with a student without a parent present. When this occurs, an administrator will sit with the student. This is following legal precedent and an accepted practice. However, when possible, it is the stated desire of HCA to inform a parent beforehand when police would need to speak to their student. While this may not always be possible, this is our default desire. As with all situations concerning the safety and order for students and

the community at HCA, the superintendent is tasked with making a determination about what is the best course of action for each individual circumstance. HCA commits to communicating with parents of any students who interact with law enforcement within a reasonable time frame based on the situation. The most important consideration in any of these events is maintaining the safety of the entire HCA community.

## **TRANSPORTATION**

### *TRANSPORTATION TO SCHOOL*

Parents will assume responsibility for providing student transportation. HCA does not provide buses or any other form of transportation. However, there is a group on Facebook where parents can connect. <https://www.facebook.com/groups/713854335318082/>

### *SECURITY*

As a school, security and safety of students and staff is a top priority. All entry points to the building must pass through the security booth/garage entrance or designated morning drop-off points. To expedite entry, each family will be given parking identification tags which should be affixed to each car's windshield.

**HARVEST CHRISTIAN ACADEMY**  
*Parent Student Handbook*  
**SECTION 300~ BUSINESS OPERATIONS**

**FUNDRAISING**

All fundraising activities must be approved by the administration.

Each grade level from 9-12 may participate in one fundraising activity each year for their class account with the exception made for the senior class, who may conduct additional fundraising events each year with administration approval.

**WITHDRAWAL OF STUDENTS FROM SCHOOL**

If at any time during the school year, the parent finds it necessary to voluntarily withdraw a student from HCA, regardless of the reason, he/she should notify the office as quickly as possible, as to date, etc., so records may be accumulated and arrangements made in the classroom for the student's leaving. In order to officially withdraw a student, the parent must complete and sign a student withdrawal form, which may be procured from the office.

If an HCA family, who is a Harvest Bible Chapel member, chooses to withdraw membership from Harvest Bible Chapel at any time during the school year, the non-member rate will be applied to the next payment due for the withdrawing family.

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

**WITHDRAWAL AND REQUEST FOR RECORDS**

All financial obligations must be satisfied prior to student record release (including report cards, academic records and transcripts).

In the event all accounts are up to date, records will be transferred to a new school within ten days of receiving the request. Per ISBE regulations, records requested for any student that is reported missing by the Illinois State Police will be flagged in our school database (legal flag and notation) and should records be requested, we will notify the Illinois State Police.

**HARVEST CHRISTIAN ACADEMY**  
*Parent Student Handbook*  
**SECTION 400~ PERSONNEL**

**FACULTY & STAFF QUALIFICATIONS**

Faculty and staff are carefully screened by the principal and the superintendent.

Each faculty member will:

1. Show evidence of his/her Christian testimony and demonstrate maturity in his/her Christian walk.
2. Show evidence of licensure, pending licensure in Illinois, or equivalent educational credentials for subject-related assignments.
3. Show expertise in teaching methods, learning strategies, nurturing and discipling students.
4. Show evidence of maturity in working on teams.
5. Be screened by the Illinois State Police criminal background check process.
6. Be a member or in process of becoming a member of Harvest Bible Chapel. This requirement is under review and study for the 2019-2020 school year.

Each staff member will:

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

**NON-DISCRIMINATORY HIRING POLICY**

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

**HARVEST CHRISTIAN ACADEMY**  
***Parent Student Handbook***  
**SECTION 500~ STUDENTS**

**ARRIVAL TIMES**

All students that arrive after the beginning of the school day, are required to sign in at the second floor reception desk before going to class, to assist staff with student accountability.

*ARRIVAL TO SCHOOL (GRADES K-4)*

Parents are expected to bring students to school on time (8:00 am) ready to learn. All students who arrive late to school are required to sign in at the second floor reception desk before going to class.

*ARRIVAL TO SCHOOL (GRADES 5-12)*

Students not reporting by the start of school (7:50 AM) will be marked absent. If a student arrives more than 10 minutes late to class, they will be classified as absent (for that period) and the teacher will note the time of arrival for student attendance accountability. All students who arrive late to school are required to sign in at the second floor reception desk before going to class.

**ATHLETIC ELIGIBILITY**

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

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

- A student must be taking (and passing) a minimum of five full (one credit) five days a week classes per semester in order to be eligible for an extra-curricular activity per IHSA bylaw 3.021. Any student taking only five classes must be passing each class.
- The HCA Athletic Handbook considers a student athlete ineligible if they receive three points in any week of a sport (an "F" is equal to two points and a "D" is equal to one point).
- A student athlete with a Student Success Plan (SSP) on file will be ineligible at four points.
- Eligibility will be checked weekly. The Athletic Director runs grade reports each week at noon on Fridays. Athletic Director and coaching staff will also monitor the progress of ineligible student/athletes as they attempt to regain eligible status.
- In the event a student/athlete is ineligible, he/she will not be allowed to participate in games, nor miss class to travel with the team. The athlete will not become eligible until they meet the requirements of eligibility. The duration of the ineligibility will be one week. Eligibility will be checked on Friday and will be effective from Monday through the next Sunday.
- The academically ineligible student/athlete may continue to practice with the team. If the student/athlete becomes ineligible for a total of four weeks during the season of a particular sport, he may be removed from the team.
- Student must attend a minimum of ½ a school day in order to be eligible to practice or compete.

**ATTENDANCE PROCEDURES**

Regular and consistent school attendance is key to academic success. Sometimes absences cannot be avoided and when this occurs, see the procedure below.

*HOW TO REPORT AN ABSENCE*

As soon as you know your student will be absent, please contact the school receptionist via email [attendance@harvestchristianacademy.org](mailto:attendance@harvestchristianacademy.org), phone 847.214.3500, HCA app online form, or in person at the second floor reception desk. You may leave a message if calling before or after school hours.

### *EXCUSED ABSENCES*

- Illness or doctor's visit
- Death or family emergency of a critical nature
- Pre-approved family trips
- Professional appointments that cannot be scheduled outside the school day.
- School-sponsored activities
- Juniors and seniors may also be excused for pre-approved visits to colleges they are considering attending
- All students must secure both school and parental permission in order to leave school early

### *EXCESSIVE ABSENCES*

- Students exceeding 20 days or more in absences may not be eligible for credit (grades 5-12). Students exceeding 20 days or more in absences may be considered for retention (grades K-4).

### *MAKE-UP WORK*

- For ALL absences, it is a student's responsibility to initiate conversation with the teachers to obtain any work that they missed. Students will be allowed one day per day of absence to turn in all missing work.
- For pre-planned absences, it is a student's responsibility to work out a solution with each teacher prior to absence. Teachers will attempt to accommodate a student's request.

### *LEAVING CAMPUS*

HCA takes its responsibility for students seriously and it is important for the school to know where students are at all times. Students are not to leave campus for any reason without prior parental permission. Therefore, students who leave school any time before the end of the school day are required to sign out at the second floor office. HCA will not be responsible for students who leave campus during the school day without proper permission. Students leaving without permission will be subject to disciplinary action.

### *STUDENT ACCOUNTING*

Because HCA adheres to the principles of Uncommon Community, we desire our students and staff to be accountable for their time. Students are expected to be at their scheduled location at all times during the school day. Students are not allowed to leave the school area (HCA north side of the building) without a pass from the Upper School (fourth floor) office.

### *TRUANCY FOR GRADES 5-12 STUDENTS*

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

Arriving in the classroom more than 10 minutes late is considered skipping a class and is recorded as an absence. All work must be made-up and will be subject to the teacher's penalty for late work. For upper school students, this absence from a class will be considered as part of the 20 maximum allowable absences per semester.

### *TARDY PROCEDURES*

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.

First Period - While problems may occur in getting to school on time, such as inclement weather or traffic tie-ups, every effort should be made to be in first period class before the late bell rings. Because determining the validity of being tardy to school is difficult and open for interpretation, HCA generally does not distinguish between excused and unexcused tardies to first period. Instead, students are allowed five tardies to first period each semester, without penalty, to allow for unforeseen. Planning to arrive a little early is encouraged in order to allow for the unexpected. The school is open 30 minutes before classes begin. There will be consequences issued for the 6th and all subsequent tardies to first period.

Consequences for tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, it is our attempt to educate the student as to the unavoidability of life's consequences. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student.

Periods 2-8 - Students should always be on time for class. To allow for issues that may come up, students are allowed three tardies per class for periods 2-8, each semester, without penalty. Consequences will be issued after the 5th and all subsequent unexcused tardies. A tardy will be given if a student is not in his/her class when the class bell rings. To be excused from a tardy for periods 2-7, the student must have a pass signed by a faculty or staff member, verifying that his/her tardiness was unavoidable or caused by something very important. Business that could be conducted at other times during the day is not a basis for an excused tardy. It should be understood that any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any recurrences.

A timeliness policy will be enforced for students who are excessively tardy to class even after receiving consequences. For the first infraction after the "free" tardies have been applied, the student will receive work hours.

- 5<sup>th</sup> cumulative tardy will receive a detention
- 10<sup>th</sup> cumulative tardy will receive a detention
- 15<sup>th</sup> cumulative tardy is a mandatory parent meeting at the school scheduled by the principal.

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

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

### **DISCIPLINE (GRADES K-12)**

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.)

#### *ATTITUDINAL BEHAVIOR*

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

#### *ADMINISTRATION INVOLVEMENT – GRADES K-4*

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

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.

#### *DISCIPLINARY METHODS – GRADES 5-12*

When a student demonstrates behavior that is severe in nature, Administration will address each incident individually with the student.

#### **CORRECTION OF THE PROBLEM**

Consequences for negative behaviors are intended to convict and lead to repentance of those behaviors. The goal of consequences is not to be punitive but to provide students with real life experience of how sin impacts us.

Students may be given consequences which address correction of the problem. Examples of these consequences are detention, work program or as deemed by Administration.

#### **SUSPENSIONS**

Suspension will be recommended by the administration in habitual or serious disciplinary circumstances. Suspension results in parents removing the child from school for a specified period and providing supervision for them. Parents will always be informed about behavior that may lead to a suspension.

Suspensions will be given for violations such as: stealing, playing with matches or fire, fireworks at school, cheating, use of profane or obscene language, disrespect or defiance, defacing or damaging school property, fighting, habitual disciplinary problems in conflict with school policies, use, sale, or distribution of illegal substances or paraphernalia including drugs, alcohol, vape products, marijuana, THC/CBD, tobacco, or over-the-counter medications, promiscuity, misuse of the internet, unauthorized access to the roof or other off-limits places in the building or on the property during school hours, illegal activity, and/or threats of violence or bullying.

In the event that students willfully, intentionally, or maliciously damages or defaces school property, parents will be billed for repairs and labor costs for replacement of destroyed

materials or property. This includes any damages done to property through the “senior prank” and any student who aids and assists in the damage to property through same will be liable for the damages.

## PROBATION

Students will be placed on disciplinary probation when:

- a. There is evidence of antagonistic attitudes toward the school mission and beliefs.
- b. There is deliberate and continued disobedience of school rules and behavioral guidelines.
- c. There is a serious breach of conduct, which endangers others. This includes evidence of bullying or cyber-bullying.
- d. There is continued negative impact to the school culture because of inappropriate conduct.

Students in grades 9-12 will be placed on academic probation when:

- a. They fail 2 or more courses in any given semester.
- b. Are at risk of not graduating on time because of lack of credits earned.
- c. In the discretion of the principal for refusing to engage in coursework and/or classes over a period of time and after parental conferences with the teacher and principal regarding same.

A student placed on probation may be limited for a period of time from participation in extracurricular activities, athletics, theater, student activities and events, field trips, and other school sponsored social events. The student may lose parking privileges or late start/early dismissal privileges. The student may also be required to participate in regular check-ins with a member of administration or her/his designee, participate in a focused academic learning time or tutorial, participate in professional counseling or pastoral counseling sessions, or any other appropriate requirement. Any student placed on academic probation in grades 9-12 has the ability to be removed from probationary status by raising their grade to a C- or above.

## EXPULSION

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

Students expelled or removed from HCA are not allowed to attend or participate in any HCA event or affiliated activity, both on and away from HCA’s campus.

The Superintendent will notify the Illinois State Police within 48 hours of each incident regarding possession of drugs and/or weapons, through the School Incident Reporting System (SIRS), if needed.

## DRESS CODE

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. The intent is that a student’s appearance will not cause a distraction or disruption to the learning environment. Modesty is mentioned often as an important character quality (1Timothy 2:9, 1 Thessalonians 4:5-6). In addition, dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God’s creative plan (Deuteronomy 22:5). As we determine to glorify the Lord in all we do (1 Corinthians 10:31), these qualities help us to do that in the area of dress.

### *GRADES K-8 GUIDELINES*

- All HCA students should exhibit modest and developmentally appropriate dress.
- Any logo must be smaller than the size of a credit card.
- Excessively tight fitting or baggy clothing is not permitted.
- Hats or hoods are not to be worn inside the building.
- Body piercing is not permitted (single ear piercing for a girl is permitted).
- Unnaturally colored hair is NOT permitted.
- Our uniform provider is Land's End, but you are welcome to shop in uniform sections at the local retail stores.

### *BOTTOMS*

- Colors are to be navy or khaki only.
- Material of bottoms are to be woven (not knit) such as gabardine, twill and corduroy.
- Slack style options can be loose-fitting, flat front or pleated dress slacks.
- Cargo pants/shorts are permitted.
- Shorts that are mid-thigh in length are permitted.
- Low-rise and hip hugging pants are NOT permitted.
- Jeans and athletic shorts/sweats are NOT permitted.

### *TOPS*

- Polo shirts/blouses must be collared and solid colored in white, gray, navy or light blue in short or long sleeves without a branding logo.
- Layering with turtlenecks or crew-necks is permitted as long as all layers conform to color requirements while the outer layer conforms to shirt color and style requirements.
- Sweaters can be crew-neck, v-neck or cardigan style or vests. They are to be navy, white or gray. Collared shirts/blouses are required under the sweater or vest.
- HCA spirit wear, sweatshirts and athletic camp shirts are permitted any day.
- HBC, Camp Harvest, High Five, Lions Soccer/Baseball shirts are NOT permitted (for grades K-5 only).

### *SHOES/SOCKS*

- Athletic shoes in any colors are permitted.
- Shoes with wheels, spinners or platforms are NOT permitted.
- Shoes must be closed toed and closed heeled.
- Shoes should be properly tied at all times. Velcro shoes are acceptable.

### *SPECIFIC GUIDELINES FOR GRADES K-4 GIRLS*

- Simple jewelry is permitted.
- Headbands and bows are permitted in the following colors: navy, white, khaki and gray.
- All accessories should be simple and may not cause a distraction to the student or the learning environment.
- Skirts- solid khaki or navy (without slits) or Harvest plaid (available through [Lands End Uniform Store](#)) must be of modest (not more than 2" above the knee) length.
- Skorts- solid khaki or navy (mid-thigh in length) are permitted.
- Capri pants- solid khaki or navy are permitted.
- Bike shorts or leggings in navy, white or gray must be worn under jumpers, skirts and skorts.
- Jumpers- solid khaki or navy or Harvest plaid (available through [Lands End Uniform Store](#)) must be modest (not more than 2" above the knee) length.
- One piece dress shirts without branding emblem are permitted in navy and gray.

### *GRADE K-8 DRESS CODE INFRACTION PROCEDURE*

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

- Offense 1: Conference with principal
- Offense 2: Principal will contact parents

### *GRADES 9-12 GUIDELINES*

Clothing should be modest, neat and appropriate for the school environment. Administration reserves the right to clarify the code with students from time to time.

\*\*For the 2020-2021 school year due to Covid and not being able to use the locker rooms for PE, acceptable pants for HS include athletic training pants and joggers. \*\*

#### *MODEST*

Clothing should not be tight, clingy or form fitting. Midriffs should not show. Necklines should not be revealing. The length of skirts or dresses should be knee length or lower. Shorts should extend beyond the fingertips. Shoulders should be covered; no spaghetti straps allowed. All undergarments must remain under clothing.

#### *NEAT*

Clothing should be in good repair. Belt lines for pants should not sag. Clothing with excessive tearing or rips are not permitted. Clothing should be clean. Hats or hoods are not to be worn inside the building.

#### *APPROPRIATE*

- Writing on clothing which is inappropriate or brings undue attention are NOT permitted.
- Pajama wear and sweat pants are NOT permitted.
- Athletic pants and athletic shorts are NOT permitted.
- Yoga pants, jeggings and tight leggings are NOT permitted unless they are worn under a top that is fingertip length or longer. T-shirts designed to be undergarments (undershirts) should NOT be worn as outer garments.
- T-shirts designed to be undergarments (undershirts) should NOT be worn as outer garments.
- Sweatshirts are permitted.
- Footwear should be worn at all times.

### *FORMAL WEAR GUIDELINES*

The administration will make every effort to clarify acceptable formal wear standards for special occasions, such as Homecoming, winter dances and Prom. Students who fail to adhere to formal wear standards may be asked to leave the formal event or be given something modest to wear during the event.

### *DRESS CODE INFRACTION PROCEDURE FOR UPPER SCHOOL*

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

When a dress code issue can be corrected immediately, the teacher will speak with the student concerning the issue and have the student make necessary corrections immediately.

If the dress code issue cannot be corrected immediately, the teacher will send the student to the Upper School office. The student will remain in the office until they are in compliance with the HCA dress code.

Continuous or blatant dress code infractions will result in:

- Offense 1: Warning
- Offense 2: Parents contacted
- Offense 3: Detention/Work hours
- Offense 4: Disciplinary action could include suspension

#### *PHYSICAL EDUCATION CLASSES (GRADES 5-12)*

Middle and Upper school students are required to change clothes for PE class. HCA requires a prescribed uniform for physical education. These uniform shorts and shirt may be purchased through **Land's End Uniform Store**. Our preferred school number is 900137142. Tennis shoes or athletic shoes must be worn.

Purchase gray essential t-shirt and navy mesh shorts. Both are required to have the HCA logo on them when purchased. Please consult Land's End Uniform Store for current pricing.

\*\*For the 2020-2021 school year due to Covid and not being able to use the locker rooms for PE, acceptable pants for HS include athletic training pants and joggers. In addition, gym uniforms are not required.\*\*

#### **PART-TIME STUDENTS**

HCA offers enrollment offers part-time enrollment opportunities for upper school/middle school students. Students who take advantage of this opportunity may take upper school courses, for credit, during their regularly scheduled times/periods in our upper school/middle school. A part-time student would be charged a pro-rated portion of the full tuition for each course taken plus all applicable activity and enrollment fees. A part-time student is not considered a matriculated student and is not eligible for participation in senior graduation.

HCA would also make available to all part-time students the following benefits:

- Standardized testing
- Weekly chapel services
- Athletic team involvement (If eligible under IHSA 3.011)
- In order to be eligible for upper school athletic participation under IHSA guidelines, a student must be enrolled in at least 25 credit hours of study between HCA credit and home-school curriculum, which must be verified by our Administration. This is equivalent to five courses.

#### **PROHIBITED ITEMS/CELL PHONES**

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

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

Being in possession of such articles may result in immediate suspension and/or expulsion. Any threat, **real or implied** will be grounds for suspension and/or expulsion from HCA. The areas where these items are also prohibited include the HBC property, parking lots, garage, and drive-ways.

The following items should not be brought to the school for use during the school day by students in grades K-4: iPods, iPads, Cell Phones, radios, headphones and accessories, CD players and CD's, cameras, walkie-talkies, and electronic games.

Students in grades 9-12 may use iPhones and other electronic devices except for during class time. Students are to follow the teacher's classroom procedures for technology/phone/iPad usage.

Students in grades K-8 must keep their cell phones in their locker, bag or backpack at all times. If the phone is used or not secured in the locker, bag or backpack, it will be confiscated if it is seen by a faculty/staff member during class time. The principal will return the cell phone after counsel with the student and parents.

HCA is not responsible for the loss of such items and students who bring these items do so at their own risk. The school reserves the right to amend this rule and will have the final say in the decision.

### **RECORDS ~ PERMANENT STUDENT**

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

#### *EXAMINATION OF STUDENT RECORDS*

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

- a. Any student 18 years or age or older and every parent of a student under 18 may examine official records, official files, and official data of the school directly relating to the student. Parents of students who are 18 years old or older must have written consent of the student to see the records.
- b. All material in a student's accumulative record must be available for examination and would include but not be limited to identifying data; academic records; achievement level records (such as grades, achievement test scores, etc.); attendance data; scores on IQ aptitude and psychological tests; interest inventory results; health information; family background information; observations and ratings of teachers and counselors; general behavior or discipline records.
- c. Requested examination of the file will be made in the school office. Those eligible for examination of records will be allowed a copy for their own personal records. Such a request will be filled within three working days.

### **STUDENT CONFLICT**

When two or more students are involved in conflict that could not be resolved at the classroom level, the administration will ask each student to write (or dictate) their perspective of the problem. Students will be counseled in the biblical process of responsibility and conflict resolution. The two perspectives will be compared and discussed. Each student will need to take responsibility for his/her part in the conflict.

Students are counseled about how to return to class and relationships are restored. Scripture references will be made throughout the process so that students may see the practicality of instruction from the Bible. Once responsibility is assumed, consequences will be given. Parents will be contacted by the Administration.

### **TRANSPORTATION**

#### *TRANSPORTATION TO SCHOOL*

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

transportation. For more information on traffic patterns in the parking garage visit [harvestchristianacademy.org/traffic](http://harvestchristianacademy.org/traffic).

### *STUDENT VEHICLES*

Upper school students must register their vehicle with the upper school office. After registering, students are required to pay for an HCA Student Parking Tag. Each Student Parking Tag is \$40 per school year. Students are required to park in the designated student area, allowed by the administration.

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 must always exercise safety and caution when driving on the property. Students must park in designated areas. If drivers fail to comply with these expectations, administration reserves the right to revoke a students' driving privilege at any time.

### **VISITORS**

#### *STUDENT VISITORS*

Student visitors are welcome if they are considering attending HCA. All student visitors must be coordinated through the Admissions office.

#### *PARENT VISITORS*

Parents are welcome at the school. During school hours, parents are asked to report to the office first and **NOT** go directly to the classroom. In addition, please do not enter the school hallways after the start of school or before the end of the school day.

**HARVEST CHRISTIAN ACADEMY**  
***Parent Student Handbook***  
**SECTION 600~ ACADEMIC PROGRAM**

**ACCREDITATIONS/ APPROVALS**

Harvest Christian Academy is presently a member of Association of Christian Schools International (ACSI). HCA is fully accredited by ACSI and AdvancEd in grades 6-12. HCA is also a recognized non-public approved school by the state of Illinois in grades K- 12. Our upper school athletic teams are a part of the Illinois High School Association (IHSA.)

**ACADEMIC ACCOUNTABILITY AND GRADING (GRADES 9-12)**

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.

HCA reports to students and parents on the report card a numerical average for their academic habits and skills, including their preparation for class, their class behavior, and their academic habits. 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.

**ACADEMIC BEHAVIORAL REPORT**

To ensure that students' grades reflect the learning taking place in the classroom, the behaviors listed below are reported apart from academic achievement. We believe that these habits or traits, which often become entangled with subject area proficiency, are also vital and need to be reported separately. Teachers will report on these behaviors four times each year – at the mid-point and end of each semester.



	Outstanding (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
<p><b>Student Timeliness</b></p> <p><u>Incorporates:</u></p> <ul style="list-style-type: none"> <li>- Responsibility</li> <li>- Timeliness</li> <li>- Assignment Completion</li> </ul>	<p>Student always turns in work on time and completes assignments in a manner that reflects each assignment's goal and expectation.</p>	<p>Student regularly turns in work on time (less than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation.</p>	<p>Student inconsistently turns work in on time (more than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation.</p>	<p>Student regularly turns in assignments late and does not complete assignments in a manner that reflects each assignment's goal and expectation.</p>
<p><b>Student Engagement</b></p> <p><u>Incorporates:</u></p> <ul style="list-style-type: none"> <li>- Participation</li> <li>- Preparation</li> <li>- Engagement</li> <li>- Focus</li> <li>- Contribution to Learning</li> </ul>	<p>Based on classroom guidelines, student is always engaged in classroom activities in an appropriate way and consequently improves the learning environment.</p>	<p>Based on classroom guidelines, student is regularly engaged in classroom activities in an appropriate way.</p>	<p>Based on classroom guidelines, student is inconsistently engaged in classroom activities and/or sometimes distracts the learning environment.</p>	<p>Based on classroom guidelines, student is rarely engaged in classroom activities and regularly disrupts the learning environment.</p>
<p><b>Student Academic Habits</b></p> <p><u>Incorporates:</u></p> <ul style="list-style-type: none"> <li>- Independence</li> <li>- Motivation</li> <li>- Perseverance</li> <li>- Self-Advocacy</li> <li>- Resourcefulness</li> <li>- Grit</li> </ul>	<p>Student is self-motivated and always makes use of resources for learning.</p>	<p>Student is motivated and regularly makes use of resources for learning.</p>	<p>Student requires some external monitoring and motivation from teachers and/or inconsistently makes use of resources for learning.</p>	<p>Student is difficult to motivate, even externally, and does not make use of resources for learning.</p>

## **ACADEMIC PROBATION**

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

## **ACADEMIC SUPPORT**

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

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

- Interventions on the part of the classroom teacher
- Recommendations for tutoring or counseling
- Resource time during the school day
- Recommendations for full case study
- Providing additional work for home

If it is determined that a full case study evaluation is needed, the family will be referred to their public school district or private psychologist for service. HCA cannot assume responsibility for testing expenses or the outcome of evaluations done by professionals outside of the school. HCA does not assume responsibility for tutoring expenses or private counseling expenses. At the parent's request, a representative from HCA will be available to attend any Individual Education Plan meetings that occur as a result of public school system intervention.

All fees for additional Learning Resource instruction must be paid in full or assigned to the regular payment system used for tuition installments.

## **CHAPEL**

Chapel is scheduled weekly and is required for all students and faculty. Chapel services may feature corporate worship, prayer, and a message by pastors, guest speakers, teachers, or administrators

## **CLASS-SIZE RATIOS**

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.

## **CLASSROOM PROCEDURES**

### ***CLASS WORK***

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

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

### ***HOMEWORK***

Assignments are due on the date requested.

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

Because we are trying to prepare students for success in adulthood, they are expected to meet work deadline requirements. When this does not occur, the student’s learning suffers. In grades 5-12 late work procedures will be determined by each department.

Homework will not be assigned in grades K-5 for Wednesday evenings, to allow students to attend mid-week church services and AWANA. Homework will not be assigned for school holidays breaks: Thanksgiving, Christmas, and Spring Break. Long-term projects may be assigned for periods covering breaks, but will have sufficient time allocated to finishing without break time being used.

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

Grades 1 & 2	up to 20 minutes
Grade 3	up to 30 minutes
Grade 4	up to 40 minutes
Grade 5	up to 50 minutes
Grade 6	up to 60-70 minutes
Grades 7 & 8	up to 70-90 minutes
Grades 9-12	up to 90-120 minutes

Students who undertake AP courses in Grades 9-12 understand that these are college level courses and require more preparation and study outside of the classroom time. The maximums listed may not reflect preparation necessary for AP courses.

### ***ACADEMIC HONESTY***

As Christians we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Harvest Christian Academy standards. Whenever students

have a question about this procedure or any procedure, they should ask their teachers and/or advisors.

Teachers will inform students of procedures and practices relating to homework and class work. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed by their teacher. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. These standards would also apply as they relate to sharing and collaborating with documents via technology. At no time should students hand in identical work unless it is a group project which lists all students' names who contributed to the assignment. Taking or sharing images of assessments, texting answers or assessment questions to another student, or otherwise gaining unfair advantage on assessments and classwork by sharing or copying assessment information is also a violation of academic dishonesty and will be referred to the principal.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, digital images or media, and all other types of work which are not one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). (Portions of these student academic procedures have been adopted from similar policies at benchmark/sister schools of HCA).

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

- The teacher will report any incident of academic dishonesty to the student and parents. They will also refer the situation to the administration to determine the consequences. Students will redo the assignment or test.
- A second instance of cheating in any form will result in a student having to re-interview at HCA for the following school year and could result in expulsion. Records will be kept of students who are charged with academic dishonesty and/or plagiarism.

#### ***WORK MAKE-UP POLICY***

Although "work is due when it is assigned", it is conceivable that delinquencies in assignments will occur. See Section 500-STUDENTS regarding ABSENCES.

#### ***TESTS***

Students who are absent on the day of a test must make up the test on the day they return to school. In the case of an extended absence, the student and teacher will coordinate a way to assess effective mastery of content.

#### **CONFERENCES**

Parent/Teacher communication is encouraged at all times; however, a formalized conference will be scheduled for each child twice per year. School will be released during parent conference days to allow teachers to be available for parents and/or legal guardians. Parents of students who have different households arrangements are encouraged to attend conferences together. In situations where this is not feasible or in the best interests of the student, HCA will accommodate separate conferences for the different households unless otherwise directed by a court order or written agreement of the parties/parents.

The purpose of the parent/teacher conference is:

- to discuss student development and progress
- to collaborate about how the teacher can support the parents in the child's development
- to discuss social, emotional, and spiritual development of the student

### **DISTINGUISHED SCHOLAR**

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

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

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

### **EDUCATIONAL POSITION STATEMENTS**

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

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

- Immersion in God's Word
- Infusion of God's Wisdom
- The Integration of Faith in Learning

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.

### ***DISTINCTIVE BELIEFS***

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

- 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.

### **FIELD TRIPS**

Class field trips will be organized in such a way as to support a specific area of study or represent a “specific outing” for a class or grade level. Field trips are considered required elements of the curriculum. The experiences are provided for full participation by all students.

Bus transportation will be provided and field trip permission slips will be secured for each trip. Parent vehicles will not be used as a primary means of transportation for field trips. An electronic permission slip will be sent to each family in the class. Students who do not have permission slips for field trips will not be allowed to leave campus. Arrangements will be made to keep the student at school until the class returns. Minor charges, as appropriate, may be assessed for field trips. These will include transportation and admission fees.

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

Parents may be asked to assist with supervision on field trips. We request that parents attend the field trip as a chaperone and arrange ahead of time for child care for their younger children. The role of a chaperone is to be one who can monitor a group of children for safety and support their learning on the trip

Grades 9-12 Vine Group service outings will include parent vehicles and staff vehicles for driving students to locations. All drivers must complete the off-site driving form prior to driving students. Students will not be permitted to drive to Vine Group service outings.

#### *OVERNIGHT ACCOMMODATIONS*

When traveling on school sponsored overnight events, HCA may use shared accommodations for students which may include students sharing double beds for cost savings or due to available accommodations in international setting.

#### **FIRE AND DISASTER DRILLS**

Fire and disaster drills will be conducted periodically as required by state law. Students will be expected to follow instructions promptly and cooperate fully. In accordance with ISBE, HCA is required to perform a number of fire drills, a tornado drill and a hostile intruder lockdown drill each year. State Law also mandates the presence of local Emergency and Law Enforcement personnel at these drills. HCA’s **Crisis Management Plan** is in effect and is on file in the school office. This plan is kept confidential so as to protect students from breaches of security or intrusions on the school day. HCA will fully cooperate with the emergency services available through the local municipalities.

#### **GRADING SCALE**

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

#### *GRADING SCALE @ CORRESPONDING UPPER SCHOOL GRADE POINTS*

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

A+	98-100	4.0	C+	78-79	2.3
A	94-97	4.0	C	74-77	2.0
A-	90-93	3.7	C-	70-73	1.7

B+	88-89	3.3	D+	68-69	1.3
B	84-87	3.0	D	64-67	1.0
B-	80-83	2.7	D-	60-63	0.7
			F	0-59	0.0

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

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

At midterms parents and students in grades 6 - 12 will be notified via an email progress report.

## **GUIDANCE & COUNSELOR SERVICES**

### *COURSE SCHEDULING*

A school services staff member and college counselor is available to assist students in planning upper school and post-secondary careers.

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

### *COLLEGE FINANCIAL AID/COLLEGE SCHOLARSHIPS/CAREER COUNSELING*

Students and parents are encouraged to be in touch with the college counselor for details on the above services offered at HCA. Students are expected to participate fully in using the Naviance program to assist in planning for, applying, and organizing their college or university search.

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

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.

## **UPPER SCHOOL 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 any class during the semester (School related absences such as a field trip or athletics early release will not count towards these absences. Suspensions and any other absence including illness, doctor appointments, family vacations, etc. will count towards the 6 absences.)

**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.

### **HONOR ROLL/MARKS OF EXCELLENCE**

Acknowledging excellence is an important aspect in the overall development of our school. As such, HCA has instituted the following recognition programs:

#### **MIDDLE SCHOOL HONOR ROLL**

- “A” honor roll will be awarded to students who receive all “A-“ or higher on their semester report card.
- “A/B” honor roll will be awarded to students who receive all “B-“ or higher on their semester report card.

#### **UPPER SCHOOL HONOR ROLL**

- “A” honor roll will be awarded to students who receive all “A-“ or higher on their semester report card.
- “A/B” honor roll will be awarded to students who receive all “B-“ or higher on their semester report card.

### **INSTRUCTION IN ENGLISH**

HCA conducts all instruction in English. The exception to this policy is world language courses which are conducted in the target language.

### **PROMOTION PROCEDURES**

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

#### **LOWER SCHOOL (GRADES K- 4)**

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

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

For students in grades 3-4 who receive an overall average failing grade for the year in either reading or math, the administration will require one or all of the following: summer work (HCA designed), tutoring, or retention. If a child receives a D average for the year, the administration will recommend any of the above options. Students who are recommended for summer work or tutoring must show evidence of adequate progress in order to enter the next grade.



### *MIDDLE SCHOOL (GRADES 5 - 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.

### *UPPER SCHOOL (GRADES 9 – 12)*

At the upper 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.

An upper 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.

Upper 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

See associated policy on academic probation.

## **REPORTING OF ACADEMIC PROGRESS**

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

### *REPORT CARDS*

#### Grades K - 2

In the early grades HCA utilizes a developmentally appropriate assessment tool, which is helpful in assisting both the school and home in evaluating key areas of mastery in specific skills. Parents will receive written reports of student progress at the end of each trimester period.

#### Grades 3 - 4

Students will receive written reports of their progress for each grading period. The report card will feature assessment data for the following areas: social and emotional growth, character growth, academic strengths and weaknesses, conduct, Bible memory progress, suggestions for improvements, and commendations for excellence.

#### Grades 5 – 12

Students will receive written reports for their progress for each grading period. The report card will focus on academic progress using the following grading scale:

A+	98 - 100%
A	94 - 97%
A-	90 - 93%
B+	88 - 89%
B	84 - 87%
B-	80 - 83%
C+	78 - 79%

C	74 – 77%
C-	70 – 73%
D+	68 - 69%
D	64 – 67%
D-	60 – 63%
F	0- 59% Failing

In addition, and Academic Behavior Report will be included. This includes a scaled grade (4 Outstanding, 3 Proficient, 2 Needs Improvement, 1 Unsatisfactory) on student timeliness, student engagement, student academic habits. Please see the chart on page 30/31.

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

Report cards for grades 5-12 will be issued two times throughout the school year but current grades are available on the online portal at any time during the semester (see [harvestchristianacademy.org/schoolcalendar](http://harvestchristianacademy.org/schoolcalendar) for dates).

## **RETAKING COURSES FOR UPPER SCHOOL STUDENTS**

### *RETAKING A PASSED COURSE*

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

For the purpose of academic awards a student can only retake two courses and the courses must be retaken at HCA.

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

### *RETAKING A FAILED COURSE*

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

## **SUMMER SCHOOL**

Summer school may be offered through the local public school districts or approved online courses. Summer school courses, whether public or online must be approved in advance by the administration. Summer school classes through the local public school district are to be taken for course make-up due to failure or specialized classes not offered at HCA. Any exception to this rule can only be made by the administration. HCA offers for credit summer school options to help students create flexibility in their schedule or to get ahead.

## **SUPPLIES (SCHOOL SUPPLIES)**

Each student will need some required school supplies. The list can be downloaded from [harvestchristianacademy.org/HCAEssentials](http://harvestchristianacademy.org/HCAEssentials). These items should be brought to school on Meet the Teacher Day. The school assumes no responsibility for providing basic school supplies to students.

## **TESTING**

### ***NATIONAL STANDARDIZED TESTING***

A variety of testing is provided during the upper school years to help students decide their course of study and to identify their strengths and abilities. These could include PSAT, ACT, Aspire, SAT and MAP. Testing deemed necessary by the Administration will be required, as follows:

Grades 2-8 – MAP

Grades 3-8 - Aspire

Grades 9-10 – PSAT

Grades 11-12 – ACT or SAT

Information on these tests will be given to all students at the appropriate times. Other tests are also available on an individual basis.

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

## **TEXTBOOKS**

### ***GRADES K-8***

Textbooks are loaned through the school. Students are held responsible for care and possession of textbooks assigned to them. Non-consumable textbooks are the property of the school. If you choose to cover books, please do not use book covers that adhere to the textbook.

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

### ***GRADES 9-12***

While some textbooks are loaned through the school, the best practice in private, Christian schools indicates that families and students benefit most by procuring textbooks and resources independently. This is due to the fact that families can isolate the costs of these materials for their own students and not have to pay for the textbooks and resources of others. As curricula and standards continue to evolve, this practice will ensure that our textbooks and resources are always appropriate for instructional excellence.

HCA is currently transitioning in this textbook practice.

## **VALEDICTORIAN AND SALUTATORIAN**

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

Please note that 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**  
*Parent Student Handbook*  
**SECTION 700~ COMMUNITY RELATIONS**

**BIRTHDAY CELEBRATIONS (GRADES K-4)**

Birthday treats may be brought to the classroom for sharing, but treats must conform to the following:

1. There must be sufficient quantity for each child in the class.
2. Recommended that it be store bought.
3. Not contain nuts or nut oils in order to accommodate students with food allergies. Please contact your child's teacher with regards to other student allergies.

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

**CHANGE OF ADDRESS/PHONE NUMBER**

Change of address, phone number or email should be updated immediately through your parent portal on Infinite Campus. A secondary method would be to report the updated information to the HCA Receptionist. It is important to keep the records updated in case emergency notification is required.

**COMMUNICATION WITH SCHOOL PERSONNEL**

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

All HCA teachers have access to email. Teachers may be reached via email or phone extension. See our staff listing on our HCA app.

***BIBLICAL COMMUNICATION***

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

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

**CHURCH ATTENDANCE**

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

## **PARENT INVOLVEMENT**

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

### **PARENT TASK FORCE**

The Parent-Task Force (PTF) is an auxiliary organization of parents and school personnel under the general oversight of the PTF Team Leader, which functions according to school policy. The organization is committed to the Statement of Faith and Educational Objectives of Harvest Christian Academy. The purpose of the PTF is to promote unity within the body of Christ at Harvest Christian Academy by providing support, encouragement, and help to the faculty and staff; expound the meaning of Christian school education; and securing for children the optimal educational experience available, to the glory of God.

### *PARENT VOLUNTEERS*

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

### *ATHLETIC BOOSTERS*

The purpose of this organization is to promote and build our athletic program at HCA. These parents help promote school spirit and aid the HCA athletic staff in organizing and staging home athletic events, concessions and related activities.

## **VISITORS**

School visitors are limited to:

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

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

Parents and grandparents are always welcome at school. Parents are asked to call to make arrangements for visits so that the teacher may make the necessary preparations. For safety and security reasons, all visitors will be asked to sign in at the Lower office and will wear a visitor's nametag while on the campus.

Persons (including parents) coming to the school between the hours of 8:00 AM and 3:00 PM are asked to report directly to the school office. This procedure offers a measure of protection from unauthorized people entering the school building. It also provides communication the school needs when for any reason students are picked up during school hours. In addition, classes are disrupted unless messages, forgotten lunches, books, or homework are channeled through the school office.

### *STUDENT VISITORS*

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

### *PARENT VISITS*

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