



Harvest Christian Academy

PARENT STUDENT

HANDBOOK

2024-2025

QUICK LINKS FOR PARENTS TO JUMP TO HANDBOOK SECTIONS:

- [SECTION ONE POLICIES FOR ALL PARENTS AND STUDENTS](#)
- [SECTION TWO HIGH SCHOOL POLICIES \(GRADES 9-12\)](#)
- [SECTION THREE MIDDLE SCHOOL POLICIES \(GRADES 5-8\)](#)
- [SECTION FOUR ELEMENTARY SCHOOL POLICIES \(K-4\)](#)
- [SECTION FIVE EARLY LEARNING POLICIES](#)

Table of Contents

Contents

| | |
|---|----|
| Table of Contents | 4 |
| SECTION ONE..... | 12 |
| MISSION STATEMENT | 12 |
| VISION FOR OUR SCHOOL | 12 |
| KEY VALUES | 12 |
| EDUCATIONAL POSITION STATEMENTS | 12 |
| WHAT WE BELIEVE/DOCTRINAL STATEMENT..... | 12 |
| A STATEMENT OF SCHOOL-WIDE LEARNING EXPECTATIONS..... | 15 |
| GOVERNANCE | 15 |
| ACCREDITATIONS/ APPROVALS | 15 |
| PURPOSE OF PARENT-STUDENT HANDBOOK..... | 15 |
| PARENT-STUDENT STATEMENT OF COOPERATION..... | 16 |
| SECTION ONE: POLICIES FOR ALL PARENTS AND STUDENTS..... | 16 |
| GENERAL POLICIES | 16 |
| CHAPEL | 16 |
| CLASS-SIZE RATIOS | 16 |
| CHURCH ATTENDANCE | 16 |
| COMMUNICATION WITH SCHOOL PERSONNEL | 16 |
| BIBLICAL COMMUNICATION | 16 |
| BUILDING SECURITY..... | 17 |
| PICK-UP AND DROP OFF PROCEDURES..... | 17 |
| EMERGENCY PROCEDURES..... | 17 |
| THREATS AND EMERGENCY PREPAREDNESS..... | 17 |
| CLOSED CAMPUS..... | 18 |
| STUDENT VISITORS | 18 |
| PARENT VISITORS | 18 |
| COLD WEATHER POLICY | 18 |
| RECESS RULES..... | 18 |
| RECESS LOCATION | 19 |
| STUDENT DRESS | 19 |

| | |
|---|----|
| EXCEPTIONS..... | 19 |
| SEASONAL SLEDDING | 19 |
| CLOSINGS/DELAYS/INCLEMENT WEATHER | 19 |
| STUDENT RECORDS ~ PERMANENT & TEMPORARY STUDENT | 22 |
| STUDENT RECORDS~ EXAMINATION OF RECORDS | 22 |
| TRANSPORTATION TO SCHOOL | 22 |
| SEX OFFENDER NOTIFICATION | 22 |
| CHILD ABUSE REPORTING PROCEDURES..... | 23 |
| TUITION & FEES..... | 23 |
| WITHDRAWAL OF STUDENTS FROM SCHOOL..... | 23 |
| WITHDRAWAL AND REQUEST FOR RECORDS..... | 23 |
| SMOKING..... | 23 |
| SOLICITATION | 23 |
| PARENT INVOLVEMENT | 23 |
| PARENT TASK FORCE | 24 |
| PARENT VOLUNTEERS..... | 24 |
| ATHLETIC BOOSTERS | 24 |
| CALENDAR | 24 |
| SELECTION OF INSTRUCTIONAL MATERIALS | 24 |
| INSTRUCTION IN ENGLISH | 24 |
| COMPLAINT PROCEDURES | 24 |
| ILLNESSES | 25 |
| MEDICATIONS..... | 25 |
| ALLERGY POLICY STATEMENT..... | 26 |
| ASTHMA POLICY | 26 |
| ILLNESS DURING SCHOOL DAY | 26 |
| INJURIES AT SCHOOL..... | 27 |
| EXCUSED FROM PHYSICAL EDUCATION | 27 |
| CONTAGIOUS AND CHRONIC INFECTIOUS DISEASE | 27 |
| PRESCRIPTION MEDICATION POLICY | 28 |
| UNDESIGNATED EPINEPHRINE INJECTORS | 28 |
| ASHLEY’S LAW | 29 |
| DIABETES AND EPILEPSY PLANS | 29 |

| | |
|--|----|
| NON-PRESCRIPTION MEDICATION POLICY | 29 |
| STUDENT MEDICATION SELF-ADMINISTRATION | 30 |
| SUNSCREEN | 30 |
| EXAMINATION, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS..... | 30 |
| EMERGENCY CONTACT INFORMATION | 31 |
| DRUG & ALCOHOL TESTING..... | 31 |
| STUDENT HEALTHY FOOD & BEVERAGE OPTIONS FOR SCHOOL FUNCTIONS..... | 32 |
| SCHOOL AND PERSONAL PROPERTY: USE, CARE, AND RESPECT OF SCHOOL AND PERSONAL PROPERTY | 32 |
| PROHIBITED ITEMS..... | 32 |
| LOCKERS | 33 |
| SEARCH & SEIZURE | 33 |
| SEIZURE OF PROPERTY | 34 |
| NOTIFICATION REGARDING STUDENT ACCOUNTS/PROFILES ON SOCIAL NETWORKING WEBSITES..... | 34 |
| ACCEPTABLE USE OF ELECTRONIC NETWORKS | 34 |
| PERSONAL ELECTRONIC DEVICES | 34 |
| CHANGE OF ADDRESS/PHONE NUMBER..... | 35 |
| LOST AND FOUND | 36 |
| STUDENT CONFLICT..... | 36 |
| HCA HUMAN DIGNITY & ANTI-BULLYING POLICY..... | 36 |
| PROHIBITION | 38 |
| REPORTING..... | 38 |
| INVESTIGATING BULLYING..... | 39 |
| BULLYING OUTCOMES..... | 39 |
| REVIEW AND COMMUNICATE..... | 39 |
| ADMINISTRATIVE PROCEDURES | 40 |
| RE-ADMISSION..... | 40 |
| RE-INTERVIEW | 40 |
| RE-ENROLLMENT | 40 |
| DRESS & APPEARANCE | 40 |
| PROFESSIONAL | 41 |
| PHYSICAL EDUCATION UPPER SCHOOL | 42 |
| GRADES 5-8 GUIDELINES | 42 |
| DRESS CODE ELEMENTARY (K-4) | 44 |

| | |
|--|----|
| SECTION TWO HIGH SCHOOL POLICIES | 44 |
| HIGH SCHOOL ACADEMICS..... | 44 |
| ACADEMIC PREPARATION (GRADES 9-12) | 44 |
| ACADEMIC HONESTY | 45 |
| GRADE POINT AVERAGE | 46 |
| GRADE REPORTS..... | 46 |
| HONOR ROLL & PERFECT ATTENDANCE | 46 |
| DROP/ADD FOR UPPER SCHOOL CLASSES | 46 |
| FULL TIME STUDENTS | 47 |
| RETAKING A PASSED COURSE..... | 47 |
| RETAKING A FAILED COURSE..... | 47 |
| PART-TIME STUDENTS | 47 |
| CREDITS AND GRADUATION | 48 |
| GRADUATION COURSE REQUIREMENTS FOR UPPER SCHOOL..... | 48 |
| DISTINGUISHED SCHOLAR | 48 |
| VALEDICTORIAN AND SALUTATORIAN | 48 |
| GUIDANCE | 49 |
| COLLEGE FINANCIAL AID/COLLEGE SCHOLARSHIPS/CAREER COUNSELING | 49 |
| ACADEMIC SUPPORT | 49 |
| SENIOR EXAM EXEMPTION..... | 49 |
| CLASSROOM PROCEDURES..... | 50 |
| HOMEWORK..... | 50 |
| MAKE-UP WORK..... | 50 |
| TESTS | 50 |
| STANDARDIZED TESTING..... | 50 |
| HONORS, ADVANCED PLACEMENT & DUAL CREDIT..... | 50 |
| TEXTBOOKS & TECHNOLOGY..... | 51 |
| ATTENDANCE..... | 51 |
| HOW TO REPORT AN ABSENCE | 51 |
| EXCUSED ABSENCES | 51 |
| UNEXCUSED ABSENCES (TRUANCY)..... | 51 |
| EXCESSIVE ABSENCE (EXCUSED OR UNEXCUSED)..... | 52 |
| TARDINESS, LATE START, LATE ARRIVAL, & EARLY DISMISSAL..... | 52 |
| ARRIVAL TO SCHOOL (GRADES 5-12) | 52 |
| TARDY PROCEDURES | 52 |

| | |
|---|----|
| LATE START | 52 |
| LATE ARRIVAL & EARLY DISMISSAL PRIVILEGES FOR SENIORS | 52 |
| HIGH SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE | 53 |
| CLASSROOM DISCIPLINE (GRADES 9 -12) | 53 |
| MISCONDUCT | 54 |
| DETENTIONS | 55 |
| SATURDAY SCHOOL | 55 |
| PROBATION | 55 |
| BEHAVIORAL & ATTITUDINAL | 55 |
| ACADEMIC PROBATION | 56 |
| IN-SCHOOL SUSPENSION | 56 |
| SUSPENSIONS | 56 |
| EXPULSION | 56 |
| SUSPENSION PROCEDURES | 57 |
| EXPULSION PROCEDURES | 57 |
| BUS CONDUCT EXPECTATIONS & DISCIPLINARY MEASURES | 58 |
| EXTRACURRICULAR & CO-CURRICULAR CODE OF CONDUCT | 58 |
| GENERAL REQUIREMENTS AND EXPECTATIONS | 59 |
| ATHLETIC ELIGIBILITY | 59 |
| STUDENT VEHICLES | 60 |
| HALL PASSES | 61 |
| LOCKER ROOMS | 61 |
| LUNCH (GRADES 9-12) | 61 |
| SCHOOL HOURS GRADES 5-12 | 61 |
| TEACHER-STUDENT CONFLICTS | 61 |
| WORK PERMITS | 61 |
| SECTION THREE MIDDLE SCHOOL POLICIES | 61 |
| MIDDLE SCHOOL ACADEMICS | 61 |
| ACADEMIC HONESTY | 61 |
| ACADEMIC | 62 |
| CHAPEL/WORSHIP | 62 |
| EDUCATIONAL SUPPORT SERVICES | 62 |
| FIELD TRIPS | 63 |
| HOMEWORK | 63 |

| | |
|---|----|
| HONOR ROLL REQUIREMENTS | 64 |
| PARENT-TEACHER CONFERENCES | 64 |
| COMMUNICATION..... | 64 |
| CONTACTING TEACHERS..... | 64 |
| REPORT CARDS | 64 |
| STANDARDIZED TESTING | 64 |
| ELEMENTARY & MIDDLE SCHOOL ATTENDANCE..... | 65 |
| ABSENCES, EARLY DISMISSAL, AND TARDINESS | 65 |
| HOW TO REPORT AN ABSENCE | 65 |
| EXCUSED ABSENCES | 65 |
| UNEXCUSED ABSENCES | 65 |
| EXCESSIVE ABSENCE | 65 |
| REQUEST FOR SCHOOL ASSIGNMENTS DURING ABSENCE..... | 66 |
| TARDY PROCEDURES | 66 |
| ARRIVAL TO SCHOOL (GRADES 5-12) | 66 |
| LATE START | 66 |
| DROP OFF & PICK UP | 66 |
| MIDDLE SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE | 66 |
| STUDENT CODE OF CONDUCT | 66 |
| MISCONDUCT | 67 |
| CLASSROOM DISCIPLINE (GRADES 5-8) | 68 |
| DISCIPLINARY MEASURES | 69 |
| EXTRACURRICULAR & Co-CURRICULAR ACTIVITIES..... | 69 |
| OBJECTIVES..... | 70 |
| GENERAL REQUIREMENTS AND EXPECTATIONS..... | 70 |
| ACADEMIC STANDARDS..... | 70 |
| CONDUCT STANDARDS..... | 70 |
| SECTION FOUR ELEMENTARY SCHOOL POLICIES (K-4) | 70 |
| TEXTBOOKS GRADES K-4 | 70 |
| EXCESSIVE ABSENCES (K-4)..... | 70 |
| ARRIVAL TO SCHOOL (GRADES K-4)..... | 70 |
| LUNCH | 71 |
| ACADEMIC PROBATION (Grades 3-4) | 71 |
| AFTER CARE PROGRAMS | 71 |
| BEFORE CARE PROGRAMS..... | 72 |
| CHAPEL/WORSHIP | 72 |

| | |
|--|----|
| FIELD TRIPS..... | 72 |
| HOMEWORK..... | 72 |
| SUPPLIES (SCHOOL SUPPLIES) | 72 |
| CLASSROOM PROCEDURES..... | 72 |
| CLASS WORK..... | 72 |
| ACADEMIC HONESTY | 73 |
| FAMILY VACATION AND MAKE-UP WORK..... | 73 |
| LIBRARY | 74 |
| LUNCH AND RECESS | 74 |
| ADULT VISITORS | 74 |
| STUDENT VISITORS | 74 |
| PARENT VISITS | 74 |
| PARENT-TEACHER CONFERENCES | 74 |
| COMMUNICATION..... | 75 |
| REPORTING OF ACADEMIC PROGRESS | 75 |
| REPORT CARDS | 75 |
| GRADING SCALE | 75 |
| STANDARDIZED TESTING | 75 |
| HOURS (SCHOOL HOURS)..... | 75 |
| LOWER SCHOOL ATTENDANCE..... | 75 |
| ATTENDANCE PROCEDURES | 75 |
| HOW TO REPORT AN ABSENCE | 76 |
| EXCUSED ABSENCES | 76 |
| EXCESSIVE ABSENCES | 76 |
| FAMILY VACATION AND MAKE-UP WORK..... | 76 |
| ABSENCES, EARLY DISMISSAL, AND TARDINESS | 76 |
| ARRIVAL TIMES..... | 76 |
| ARRIVAL TO SCHOOL (GRADES K-4) | 76 |
| TARDINESS IN LOWER SCHOOL | 76 |
| BIRTHDAY CELEBRATIONS (GRADES K-4)..... | 76 |
| DROP OFF & PICK UP | 77 |
| LOWER SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE | 77 |
| CLASSROOM DISCIPLINE (GRADES K-4)..... | 77 |
| STUDENT CODE OF CONDUCT | 77 |
| MISCONDUCT | 77 |

| | |
|---|----|
| DISCIPLINARY MEASURES | 78 |
| ADMINISTRATION INVOLVEMENT- GRADES K-4 | 78 |
| PROBATION | 79 |
| EXPULSION | 79 |
| SECTION FIVE EARLY LEARNING POLICIES | 79 |
| PURPOSE STATEMENT | 79 |
| AIMS | 79 |
| GOALS | 80 |
| PHILOSOPHY | 80 |
| IMMERSION IN GOD’S WORD | 80 |
| FIVE PILLARS | 80 |
| COMMUNICATION | 81 |
| SCHOOL SUPPLIES | 81 |
| LUNCH | 81 |
| SCHOOL BAGS | 81 |
| AFTER CARE PROGRAMS | 81 |
| PARENT VISITS | 81 |
| PRESCHOOL CURRICULUM | 81 |
| PRESCHOOL ATTENDANCE & SCHEDULE | 82 |
| BIRTHDAY POLICY | 82 |
| CALENDAR | 82 |
| DAILY SCHEDULE | 82 |
| DISCIPLINE | 82 |
| PRESCHOOL INCONSOLABLE CHILD – TANTRUM PROTOCOL | 83 |
| METHODS NOT USED TO DISCIPLINE A CHILD | 84 |
| PRESCHOOL INCONSOLABLE CHILD – TANTRUM PROTOCOL | 84 |
| DROP OFF & PICK UP | 84 |
| SNACK | 85 |

SECTION ONE

MISSION STATEMENT

As a ministry of Harvest Bible Chapel, Harvest Christian Academy, shares the mission to glorify God through the fulfillment of the Great Commission. (Matthew 24:14). As a school and educational entity, HCA aims to execute its mission of the Great Commission, through the education, training, and discipleship of its student population.

VISION FOR OUR SCHOOL

Through partnership with our school community families, we aim to individually know and love each of our students, while equipping them with the academic, spiritual, and life tools they need reach their unique full God-given potential.

KEY VALUES

- Christ as the Foundation (Matthew 7:24-27)
- Love your Neighbor (Leviticus 19:18)
- High Standards and Expectations in All Areas
- Pursuit of Excellence for the Glory of God
- Parent and Family Partnership

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
- 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.

WHAT WE BELIEVE/DOCTRINAL STATEMENT

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, premillennial 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).

A STATEMENT OF SCHOOL-WIDE LEARNING EXPECTATIONS

The vision of the Harvest Christian Academy educators is that a maturing HCA student will:

- Grow in their discipleship of the Lord, Jesus Christ by deepening their Biblical literacy and integrating biblical principles and values into daily life situations.
- Develop a love for learning and a desire to pursue excellence in all areas of their lives.
- Flourish as critical thinkers and spiritual discerners in the quest for Truth.
- Enhance their communication skills to be able to successfully defend and promote their faith, values, beliefs and ideas in all settings.
- Serve as positive team contributors and leaders in our school and community.
- Embrace trials and tribulations, knowing that tribulation brings about perseverance; and perseverance, proven character; and proven character, hope.
- Identify, develop, and use their unique gifts, talents, and abilities for God's purposes and the benefit of themselves and others.

GOVERNANCE

Harvest Christian Academy (HCA) is a ministry of Harvest Bible Chapel (HBC), which is an Elder governed church. The Elder Board has empowered the organizational leader of HBC (Chief Operating Officer/Senior Executive Pastor) to oversee the superintendent of Harvest Christian Academy. These two individuals 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.

ACCREDITATIONS/ APPROVALS

Harvest Christian Academy is presently a member of Association of Christian Schools International (ACSI). HCA is fully accredited by ACSI and Cognia 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), while our middle school athletic teams are a part of the Illinois Elementary School Association (IESA).

PURPOSE OF PARENT-STUDENT HANDBOOK

The purpose of this Handbook is to notify students and their parents of HCA's policies and procedures and not to create a contractual relationship. Throughout the Handbook, the word parent or parents also includes guardian or guardians. The first section contains policies applicable to all students and parents. The following sections apply to high school, elementary school/middle school, and preschool, respectively. HCA reserves the right to amend, modify, or delete, without prior notice, this Handbook and the school rules, policies, and procedures contained herein as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. HCA will make every effort to notify students and parents of any changes in a timely manner. Not all behaviors

can be specifically identified in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

PARENT-STUDENT STATEMENT OF COOPERATION

All parents shall acknowledge online at the time of registration that they have read, understand, and pledge to abide by the policies and procedures outlined in this Handbook and that they have reviewed this Handbook with their student(s).

SECTION ONE: POLICIES FOR ALL PARENTS AND STUDENTS

GENERAL POLICIES

CHAPEL

Chapel is scheduled weekly and is required for all students and faculty. Chapel services will frequently feature corporate worship, prayer, and a message by pastors, guest speakers, teachers, or administrators. The purpose of chapel is to turn our focus and attention to Jesus Christ.

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 18 students. If possible, another class will be formed to accommodate families.
- For classes in grade K, class sizes are targeted at 16:1.
- For classes in grades 1-4, class sizes are targeted at 18:1.
- Classes exceeding the 20:1 ratio may be assigned a teacher's aide.
- Classes such as band, chorus, or PE may exceed these ratios.

CHURCH ATTENDANCE

For HCA to be successful in its mission and purpose, it is important that the schoolwork 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.

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. Teachers will respond within 24 hours of the email. 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.
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.

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. Failure to do so will result in delayed or denied access.

In an effort to minimize people in the school building and to minimize access to the school building, all students Grade 5-12 will be dropped off at the East Lobby door. If parents want to come into the school building, parking is available in the West Lot and the main entrance utilized in the mornings will be the East Lobby door that is monitored by our Security Director and Administrative team. The parking garage will be utilized in the morning by parents with children ages Grade 4 and younger. Need to update

All visitors, including parents, must sign in and have a printed tag with a photo on it from either the East Lobby reception desk or the Second Floor reception desk during school hours. You may be asked to provide identification for a background check due to the importance of keeping our students safe as noted in parent surveys.

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.

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.

THREATS AND EMERGENCY PREPAREDNESS

Given the current state of heightened security existing in our nation and culture, it is critical that 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 choose 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.

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 as authorized pick-up persons in Infinite Campus) must accompany the student unless the parent has called ahead to the HCA receptionist to release 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.

STUDENT VISITORS

Student visitors are welcome if they are considering attending HCA. All student visitors must be coordinated through the Admissions office. HCA Alumni are welcome to check-in and visit during lunch or pre-arranged appointment with staff or faculty.

PARENT VISITORS

Parents are welcome at the school. During school hours, parents are asked to report to the reception desk 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 when the final bell rings.

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°F children will remain indoors.

Children should be appropriately outfitted for the cold weather days when wind chill is above 10°. Coats, snow-pants, 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.

RECESS RULES

1. Follow directions quickly.

2. Make wise choices.
3. Glorify the Lord in everything you do.

Failure to follow rules results in a temporary time out at the recess location.

Major infractions (inappropriate language, physical aggression) will be documented in the Recess Documentation File and handled by the Principal. All written communication home by teachers or Recess Supervisor will be reviewed by the Principal.

RECESS LOCATION

Temperatures above 15 degrees Fahrenheit result in students going outside for recess. Although it is principal discretion to go outside for recess with temperatures as low as 10 degrees Fahrenheit, we use a "feels like 25 degrees" or less (wind chill) for our cut-off for staying indoors.

In addition, wind can play a factor for the roof at East Campus. The School Weather Safety written by the National Weather Service recommends consideration after a WIND ADVISORY is issued. This is issued for average wind speeds between 31 and 39 miles an hour, or for frequent wind gusts between 46 and 57 miles an hour.

When the playground is too muddy, students will attend recess at the church parking lot. When the temperature is below 10 degrees Fahrenheit, classes will rotate between Blue Gym and Underground. Recess location will be decided at 1030 am and communicated via text.

STUDENT DRESS

Students will be appropriately dressed for weather (i.e. snow boots, snow pants, hat, gloves), or students will sit at the 2nd floor desk area for recess.

EXCEPTIONS

Students may be excused for a day from outside recess by a parent note. Longer than a day requires a physician note.

SEASONAL SLEDDING

When snow allows, one class per recess may sled. This class will be determined by:

1. The classroom teacher who has recess duty that day may sled.
2. If day(s) off have resulted in an "unfair" number of days, the Recess Supervisor may lead a class to sled.
3. The Recess Supervisor will document who gets to sled to keep the number as fair as possible.

CLOSINGS/DELAYS/INCLEMENT WEATHER

The winter season increases the possibility of school closures, winter-related late starts, and early dismissals. HCA's highest priority is student and staff safety. The school monitors weather and road conditions to determine if schools can open safely. As a private school, HCA is unique compared to district schools as we have more autonomy in strategic and tactical decision-making. Our school is also

unique in that we have students and staff from over 20 different school districts, with over 75% of our student body coming from local districts U46, 300, 301, 158, and 303. HCA evaluates several factors, including road safety, weather conditions, and forecasts, to determine weather-related decisions. HCA will typically align with the local school district of U46 in their weather-related decision-making. It will be very unlikely that HCA will remain open if U46 schools are closed. However, there may be scenarios where HCA is closed and U46 is open due to the volume of commuters in our school community. With that said, if conditions pose a safety risk, the superintendent may enact one of the following protocols:

I. Inclement Weather-Related protocols

School Closure: HCA will be closed. All athletics, clubs, fine arts programs, childcare programs, and outplaced programs will be canceled. A school closure may be authorized if weather or road conditions present an increased risk to student safety for an extended period. When the regular school day is canceled, all school activities are canceled as well.

Winter-Related Late Start: All school start times will be delayed by one hour from their regular times. Student pick-up time will remain the same during a winter-related late start. A winter-related late start may be authorized if weather or road conditions present a temporary increased risk to student safety that is expected to improve substantially within a reasonable amount of time.

Early Dismissal: All schools will start at their regular time but will dismiss early. Early dismissals may be authorized when weather or roadways are expected to create hazardous conditions during regular dismissal times. (Please note: An early dismissal would be used on very rare occasions).

II. How Will Parents and Students Be Notified?

When a school closure, winter-related late start, or early dismissal is authorized, HCA will notify school community members through the following channels:

- **HCA App:** Information will be posted on HCA's app. Make sure you have the HCA app downloaded to your phone and that notifications are turned on. You can download here for Apple devices and here for Android devices.
- **Parent Email via Infinite Campus:** Parents will receive an email about school closures via Infinite Campus.
- **Website:** Information will be posted on HCA's website homepage which can be found here.
- **Social Media:** Information will be posted to the HCA social media pages, Facebook and Instagram.

III. Weather-Related Notifications: When Will You Receive Communications?

Winter Weather Watch Notification: When HCA identifies a weather event that could impact school schedules, parents and guardians will receive a "Winter Weather Watch" message via the school website and app. These messages are intended to provide advanced notice that weather or road conditions may result in school closure, winter-related late start, or early dismissal. HCA will try to provide such notifications by 5 pm the day before a potential winter weather disruption.

Evening Notification: If a decision to authorize a school closure, winter-related late start, or early dismissal can be made the night before potentially hazardous conditions, HCA will make every effort to

provide a notification at 10:00 pm via the school website and app.

Morning Notification: If a decision cannot be made during the evening, HCA will make every effort to send a notification at 5:30 am via the school website and app.

IV. Weather and Road Conditions

HCA monitors local forecasts and real-time weather conditions to determine their potential impact on school operations. While each weather-related event presents unique characteristics, generally, HCA evaluates the following factors when assessing whether to implement a school closure, winter-related late start, or early dismissal:

Snowfall Total: When monitoring snowfall, HCA analyzes the following two questions:

Does the total amount of snowfall have the potential to create hazardous driving conditions?

Can our school parking lots, walkways, and sidewalks be adequately cleared before the arrival of students and staff?

Snowfall Timing: A significant accumulation of snowfall occurring between 1 am and 8 am may significantly impact transportation and could result in a school closure or late start. Generally, if the bulk of snow accumulation occurs between 4 pm and midnight, it can be successfully addressed by local snowplows and would result in normal school operations.

Extreme Temperatures: A wind chill warning issued by the National Weather Service may result in a school closure, late start, or early dismissal. The wind chill could present an increased safety risk to students exposed to outdoor conditions. According to the National Weather Service, a wind chill warning may be issued when there are "widespread wind chill values around -30 degrees or colder." (Source: <https://www.weather.gov/lot/headlines>.)

Road Conditions: Hazardous road conditions may result in a school closure, late start, or early dismissal. HCA consistently monitors local road conditions to determine whether commuters can arrive safely.

V. Absences and Tardiness and considerations on School Days with Inclement Winter Weather

Absences: Ultimately, when schools remain open, it is the parent's responsibility to determine whether to send their child to school if there are potentially hazardous conditions. Parents must evaluate their unique circumstances and decide whether it's safe for their child to attend. If a child remains home due to weather or road conditions, their absence will be marked as excused.

Tardiness: While each weather event presents unique circumstances, generally: If a parent drops off a student at school late, the student should sign in at the main office. Weather conditions for that morning may excuse a student from being marked tardy. If a high school student driver arrives at school late, the student should sign in at the main office. Weather conditions for that morning may excuse a student from being marked tardy.

Families Are Encouraged to Monitor Weather Forecasts: HCA encourages all families to monitor weather forecasts regularly, on apps or webpages such as AccuWeather or a local news channel, to determine the potential for adverse weather conditions and, if such conditions exist, to anticipate how those conditions might impact their commute. In most circumstances, adverse winter conditions cause

traffic delays, and students (or their families) may consider starting their commute earlier than normal to arrive at their destination on time.

Inexperienced Drivers Should Use Caution: HCA understands some of our high school drivers may be encountering winter road conditions for the first time or have limited experience driving with snow and ice on the roadways. As such, HCA recommends parents remind their students to drive cautiously, including traveling at lower speeds than usual and beginning their commutes earlier to allow extra time for traffic delays.

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.

STUDENT RECORDS~ CONFIDENTIALITY & RECORDS RELEASE

Student records are the property of their parents. The school pledges confidentiality to families. Student records may be viewed in the office on request. Records will only be released to other schools when students' accounts are current and a parent request for records is signed and submitted.

STUDENT RECORDS ~ PERMANENT & TEMPORARY STUDENT

Current student records are located in a secured area 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:

STUDENT RECORDS~ EXAMINATION OF RECORDS

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

1. 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 the written consent of the student to see the records.
2. 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.
3. 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.

TRANSPORTATION TO SCHOOL

Parents will assume responsibility for providing student transportation. HCA does not provide bussing or any other form of transportation. However, we do provide a link to a closed Facebook group where parents in need of transportation can coordinate for themselves.

SEX OFFENDER NOTIFICATION

State law requires parent notification that information about sex offenders is available to the public. Parents may find the Illinois Sex Offender Registry on the Illinois State Police website at: www.isp.state.il.us/sor/.

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, sexual 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.

TUITION & FEES

Tuition and fees are analyzed on an annual basis by the HCA administration. HCA will have tuition and fees published for the upcoming academic year prior to the end of the first semester. For a breakdown of HCA's tuition and fees please visit the [HCA Admissions](#) tab on the school website.

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 [Admissions Office](#) as quickly as possible, 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 the Admissions Office initiates. 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.

SMOKING

We are a nonsmoking campus. If students are caught using or in the possession of nicotine or related products will be disciplined. Please see student discipline section.

SOLICITATION

Students are prohibited from selling any merchandise or participating in individual fundraising activities on Harvest property except as expressly permitted by the Superintendent or Principal.

PARENT INVOLVEMENT

Parental involvement is a significant aspect of our school program. Parents are encouraged to actively

participate in volunteer functions at HCA.

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. All parents will have a rapid background check via HCA's security software when the parent checks in at the HCA Reception Desk.

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.

CALENDAR

An annual calendar is published each spring for the next school year. Parents may find this on the HCA app or on the [HCA Essentials](#) page on the website.

SELECTION OF INSTRUCTIONAL MATERIALS

The heart of what we teach at HCA is our curriculum for each subject area, from Preschool – Grade 12. We are intentional about choosing what is taught, reviewing what is taught, and integrating God's Word into the lessons.

In order to keep academics rigorous and competitive, each content area (i.e. Mathematics, English Language Arts, History) goes through a revision process every five years. To begin with, a committee is formed on a volunteer basis by teachers who are passionate about the content area. Then those teachers study our school's data as well as gather teacher input to assess strengths and weaknesses of the program. Teachers are then sent out in teams to research what other schools like ours are doing in the academic area. In addition, we compare skills and standards currently taught with adopted standards. We then reflect, and decide what action steps need to be taken in order to improve our program to make it the best yet.

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.

COMPLAINT PROCEDURES

A student, parent, employee, or community member may notify Harvest Christian Academy or any Harvest Christian Academy employee, concerns@harvestchristianacademy.org if he or she believes

employees of Harvest Christian Academy or its agents have violated his or her rights guaranteed by the state or federal Constitutions, state or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title IX of the Education Amendments of 1972 (20 USC 1681);
- Age Discrimination in Employment Act of 1967 (29 USC 621);
- Individuals with Disabilities Education Act (20 USC 1400);
- Americans with Disabilities Act of 1990 (42 USC 12101);
- Titles IV and VII of the Civil Rights Act 1964 (42 USC 2000d);
- The Illinois Human Rights Act (775 ILCS 5); or
- Public Works Employment Discrimination Act (775 ILCS 10).

STUDENT HEALTH

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 above 100 degrees F).
- 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.

Students with severe allergies need to have an allergy care plan on file with the health office signed by their doctor. You can find the allergy care plans here:

<https://harvestchristianacademy.org/healthcareplans/>.

*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: <https://harvestchristianacademy.org/healthcareplans/>.

ASTHMA POLICY

In compliance with ISBE and Illinois Public Act 099-0843, HCA's Asthma Policy can be reviewed at <https://harvestchristianacademy.org/healthcareplans/>.

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.

To prevent the spread of illness, students exhibiting the following symptoms must be kept home until well, and the student's parents provide a doctor's note as to the student's good health or the school nurse approves the student's return:

1. Fever of 100.4°F or higher within the past 24 hours;
2. Severe coughing, sore throat, or difficulty swallowing;
3. Diarrhea or vomiting within the past 24 hours;
4. Undiagnosed rash (student may return to school with a doctor's note that rash is not contagious);

5. Discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions);
6. Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside); or
7. Evidence of a contagious or communicable disease.

Parents must err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, students should be kept home from school in order to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

If a student becomes ill during the school day, the student will be sent to the school office after obtaining permission from the student's classroom teacher. The Principal or designee will then make arrangements for proper care or contact the student's parent should the student need to go home. If necessary, a student may spend up to one period in the sick room.

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 requires 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 with their 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 <https://harvestchristianacademy.org/health/>. This must be filled out, signed by a physical therapist or a doctor and turned in to the Nurse and the physical education teacher.

CONTAGIOUS AND CHRONIC INFECTIOUS DISEASE

HCA abides by all applicable laws and regulations regarding communicable and chronic infectious diseases and works in cooperation with State and federal government health agencies to enforce the applicable laws and regulations.

Parents must notify the school office if a student is diagnosed with a contagious or communicable disease or other contagious condition. Examples include, but are not limited to, COVID-19, strep throat, strep related diseases, chicken pox, measles, mumps, and pink eye (conjunctivitis). In the event that a student contracts an illness that is considered contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor to return to school. HCA reserves the right to disclose necessary information regarding student health concerns to notify students and staff. Student health information will remain as confidential as possible.

If a student's communicable or infectious disease affects his/her ability to participate in HCA's educational programs, the HCA Communicable and Chronic Infectious Disease Review Team will convene a meeting with the student's parents and other necessary parties to determine the appropriate course of action.

PRESCRIPTION MEDICATION POLICY

At no time should students have prescription medication in their possession on school grounds, in the school building, or at school-sponsored activities except as medically necessary pursuant to a doctor's written note and except as otherwise permitted by this Parent-Student Handbook.

If a student is required to take prescription medication during the school day, the following procedures apply:

1. The student's parent must complete, sign, and turn in the Student Prescription Medication Administration Authorization Form to the school office with the prescription medication.
2. All prescription medications must be in the original container and have a pharmacy label that includes the student's full name, doctor's name and telephone number, name of the medication, strength of the medication, and specific directions regarding the dosage and administration of the medication.
3. The principal shall designate a staff member to administer prescription medication. All prescription medications will be kept in a secure location by the principal or designee, to be accessible only by those individuals designated by the principal.
4. When a student must take medication, a student's teacher will permit the student to do so at the times set forth in the student's Medication Administration Authorization Form and/or when the student requests a pass from the student's teacher to go to the school office.
5. The student will be given medication by the principal or designee. A written log of the prescription medications dispensed will be kept.
 - a. In the event a student fails or refuses to take medication, the school will not assume responsibility for dispensing the medication. If this occurs, the principal or designee will contact the student's parent.
 - b. The student's parent must notify the school office of any changes in dosage or discontinuation of the prescription medication by submitting a revised Student Prescription Medication Administration Authorization Form to the school office and a copy of the written prescription from a licensed physician.
 - c. The student's parent must pick up all medication at the end of the school year or upon discontinuation of use, whichever occurs first.

HCA, its schools, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epinephrine auto-injector. Parents must sign and return an acknowledgement to the school that they indemnify and hold harmless HCA and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication or an epinephrine auto-injector.

UNDESIGNATED EPINEPHRINE INJECTORS

Schools are permitted by law to voluntarily maintain a supply of undesignated epinephrine auto-injectors (e.g. EpiPens). Undesignated epinephrine injector means an epinephrine injector prescribed in

the name of the school. This undesignated medication is intended for emergency use in the event that a student or staff member demonstrates a medical emergency from an undiagnosed allergy. It is not meant to be used by students with known allergies and standing orders for epinephrine auto-injectors. HCA maintains a supply of undesignated epinephrine injectors. The school nurse or any other trained employee may administer undesignated epinephrine to any student that he or she, in good faith, believes is having an anaphylactic reaction. Neither HCA nor its employees incur liability for the administration of good faith administration of emergency epinephrine. If a student is injured or harmed from the administration of epinephrine that was obtained and administered in compliance with the law, HCA and its employees will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety. If a parent does not wish for their student to receive this medication in case of emergency, a written request will be accepted. Please refer any questions to the nurse.

ASHLEY'S LAW

For the administration of medical cannabis-infused products, a student needs to be a registered qualifying patient. A parent, guardian, or other designated caregiver may administer the product subject to restrictions outlined in 105 ILCS 5/22-33. A school nurse or school administrator may administer the product and may allow the student to self-administer under the supervision of school administrator or school nurse, subject to restrictions outlined in 105 ILCS 5/22-33.

DIABETES AND EPILEPSY PLANS

For a student with diabetes or epilepsy, the student's parent must submit a diabetes care plan or seizure action plan, signed by a student's parent, to the school office. The student's parent must submit a diabetes care plan or seizure action plan for the student at the beginning of the school year, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school in a timely manner of any changes to the diabetes care plan or seizure action plan and their emergency contact numbers.

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's diabetes management during the school day are clearly set forth in the diabetes care plan. The diabetes care plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin administered (Illinois State Board of Education form).

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's epilepsy management during the school day are clearly set forth in the seizure action plan. The seizure action plan must include the treating health care provider's instructions concerning the student's epilepsy management during the school day, including a copy of the signed prescription and the methods of administering those prescriptions. The principal will assign a delegated care aide to perform any activities and tasks necessary to assist with the student's epilepsy management, as well as school compliance with the seizure action plan.

NON-PRESCRIPTION MEDICATION POLICY

High School students are permitted to have non-prescription medication in their possession for personal use. Students are prohibited from providing non-prescription medication to other students. The principal or designee may give a student ibuprofen or acetaminophen provided the student's parent has

filled out and submitted the Non-Prescription Medication Release Form available in the school office. A written log of the non-prescription medications dispensed will be kept. Other school staff shall not provide or dispense non-prescription medication to students.

STUDENT MEDICATION SELF-ADMINISTRATION

A student may possess an epinephrine auto-injector (i.e., an EpiPen®) and/or asthma/diabetes/seizure medication prescribed for use at the student's discretion, provided the student's parent has completed and signed a Student Prescription Medication Administration Authorization Form, and any other required forms, have been submitted for the student. A student with an asthma action plan, an Individualized Health Care Plan, an Illinois Food Allergy Emergency Action Plan, or other qualifying plan will be allowed to self-administer medication required under those plans if the student's parent has provided 1) written permission for the student's self-administration of medication and 2) written authorization from the student's health care provider. HCA will develop an emergency action plan for any student who self-administers medication, including a plan of action in the event the student is unable to administer the medication and when to contact emergency medical services.

HCA shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or of an epinephrine auto-injector, the storage of any medication by school personnel, or the self-administration of medication. A student's parent must indemnify and hold harmless HCA and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of authorized medication, or the storage of any medication by school personnel.

Nothing in the Board's policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

SUNSCREEN

A student may possess and self-apply a topical sunscreen product while on HCA property or while attending a HCA-sponsored activity or event without a physician's prescription or note, provided the topical sunscreen product has been approved by the United States Food and Drug Administration. HCA staff is not responsible for the application of topical sunscreen products. HCA is not responsible for the provision of topical sunscreen products.

EXAMINATION, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

Health examination, immunization, dental examination, and eye examination forms are required by the State of Illinois for all school students enrolled in certain grades and for a first-time enrollee at HCA. HCA requests that such documentation be submitted no later than the required due dates set forth below. The forms are available from the school office and on the HCA website.

- Health Examination and Immunizations: All students entering Kindergarten or 1st grade, 6th Grade, 9th Grade, and any first-time enrollees at HCA are required to submit proof of a health examination and proof of immunizations against, and screenings for, preventable communicable diseases no later than the first (1st) day of school. Students entering 6th and 12th Grade must also submit proof of immunization against meningococcal disease.
- Eye Examination: All students entering Kindergarten or entering school in Illinois for the first time, transferring from another school, and as otherwise referred to do so by teachers, are required to have an eye examination and submit proof of the examination to HCA by

October 15. Students in 2nd and 8th grade will participate in a vision screening at school.

- Dental Examination: All students in Kindergarten, 2nd Grade, 6th Grade, and 9th Grade are required to have a dental examination and submit proof of the examination to HCA by May 15.
- Hearing Screening: All students in Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, transferring from another school, and as otherwise referred to do so by teachers will participate in a hearing screening at school.
- Sports Physicals: middle and high school students must present an annual physical, less than 395 days old, prior to participating in athletic practices or competitions.

Unless an exemption or extension applies, students will be excluded from school on October 15 if the required health examination and immunization forms have not been submitted to HCA. If a student fails to present proof of the required eye examination by October 15, HCA may hold the student's report card until the student presents proof:

(1) of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15. If a student fails to present proof of the required dental examination by May 15, HCA may hold the student's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15.

New students who are admitted and enroll after October 15 of the current school year shall have thirty (30) days following registration to comply with these health examination, immunization, dental examination, and eye examination requirements, as applicable.

Exemption requests must be submitted to HCA by October 15 of the current school year with the required health examination and immunization forms. Information regarding exemptions is available from the school nurse and the Illinois State Board of Education.

A waiver is available for the required dental and eye examinations for students who show undue burden or lack of access to a dentist or an optometrist or physician who performs eye exams. The eye examination waiver is due by October 15 of the current school year and the dental examination waiver is due by May 15 of the current school year. The waiver forms are available from the school nurse.

EMERGENCY CONTACT INFORMATION

Parents shall complete the emergency information section online at the time of registration. The emergency information provided through the online form shall include the names of the student's doctor, parent contact information, and emergency contact information if a student's parent is not available. It is important that HCA have current, complete, and accurate information for each student. Please update emergency contact information online.

DRUG & ALCOHOL TESTING

HCA reserves the right to require a student to undergo testing for alcohol or drugs. A student's refusal to be tested, or refusal by a student's parent to allow the student to be tested, may result in student discipline, up to and including expulsion. Positive Results: If a student tests positive for drugs or alcohol, it is the responsibility of the student to pay for the test. A student who receives a positive test result will be subject to discipline, up to and including expulsion. HCA may require periodic drug testing of any student after the first offense. Testing expenses will be the responsibility of the student and his/her parent. If there is reasonable suspicion random drug testing may occur. If there is suspicion that alcohol

consumption has occurred lockers will be searched through and breath analyzers administered.

STUDENT HEALTHY FOOD & BEVERAGE OPTIONS FOR SCHOOL FUNCTIONS

At any school function (e.g., parties, celebrations, meetings) during school hours healthful food and beverage options should be made available to promote student wellness. All food and beverages must be commercially prepared and packaged.

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. Snacks ingested in the classroom should be nut-free to accommodate students with nut allergies. 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.

SCHOOL AND PERSONAL PROPERTY: USE, CARE, AND RESPECT OF SCHOOL AND PERSONAL PROPERTY

Respect for school and personal property is always expected.

Students should not, to the extent possible, bring personal belongings onto school grounds. All belongings should be marked for easy identification. HCA is not responsible for any personal property that is lost, damaged, stolen, or destroyed. Students should report lost items as soon as possible.

Students are responsible for school equipment and other materials that have been issued to them for their use. In the event that an item because damaged, students will be responsible for the repair or replacement of any school property issued to them. Appropriate costs will be determined by the principal or designee.

Students may use special schoolrooms and equipment under the supervision of faculty or staff responsible for that particular area or equipment. Such designated places include; offices, computer labs, workout facilities, The Mitch, The Chapel, the baseball facility, music rooms, art labs, engineering room, business lab, elevator without an elevator pass.

Students are prohibited from being on the church side of the building during the school day for any reason without supervision from faculty.

PROHIBITED ITEMS

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

- Items that portray anti-Christian lifestyles including but not limited to technology.
- Dangerous articles such as weapons, guns, knives (including pocketknives), etc.

- Drug paraphernalia, alcohol, nicotine and vaping devices.

Being in possession of such items 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.

LOCKERS

Students may not share lockers or change lockers without the permission of the Principal, or designee.

Students must keep lockers clean and organized with books, papers, and belongings placed neatly inside. Students may not display pictures, phrases or objects inside of lockers that are inconsistent with HCA Mission Statement and Vision.

The safety of the lockers contents is the student's responsibility. Money and items of value should not be left in a student's locker. HCA is not responsible for items in a student's locker that may be lost, damaged, stolen, or destroyed. Thefts should be reported immediately to the Principal or Assistant Principal.

School administration has the right to inspect student's locker. Middle and High School students are required to provide a combination lock for their lockers.

SEARCH & SEIZURE

In order to provide for the safety and supervision of students, to maintain discipline and order in the schools, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Superintendent or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by Harvest, as well as of students and their personal effects while on HCA/HBC property or at HCA/HBC sponsored events.

The Superintendent or designee may inspect, and search property and equipment owned or controlled by HCA/HBC (e.g., lockers, coat hook areas, desks, parking lots, vehicles), as well as personal effects left there by a student, and including electronic devices issued to the student, without notice to or the consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

The Superintendent or designee may search a student and the student's personal effects in the student's possession (e.g., purses, wallets, backpacks, book/sports bags, lunch boxes) when there is a reasonable ground for suspecting that the search will produce evidence the student has violated or is violating either the law or HCA policies and rules.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of students and school property for controlled substances or illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

SEIZURE OF PROPERTY

If a search produces evidence that a student has violated or is violating the law or HCA's policies or rules, such evidence may be seized and impounded by the Superintendent or designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

NOTIFICATION REGARDING STUDENT ACCOUNTS/PROFILES ON SOCIAL NETWORKING WEBSITES

The Superintendent or designee shall notify students and their parents of each of the following in accordance with the Right to Privacy in the School Setting Act (105 ILCS 75/1 et seq.):

- School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

ACCEPTABLE USE OF ELECTRONIC NETWORKS

All use of the Harvest's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users have no expectation of privacy in any material that is stored, transmitted, or received via the Harvest electronic network. General rules for behavior and communications apply when using the Harvest electronic network. Users are expected to abide by the generally accepted rules of network etiquette. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Harvest makes no warranties of any kind, whether expressed or implied, for the service it is providing. Harvest will not be responsible for any damages the user suffers. The failure to follow the terms of the Harvest Acceptable Use of Electronic Networks Policy or other rules promulgated by the Superintendent or designee will result in the loss of privileges, disciplinary action, and appropriate legal action.

PERSONAL ELECTRONIC DEVICES

Technology Usage K-4

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

Please do not contact your student on his/her cell phone during the school day. In case of family emergency, the school secretary will take a message and notify your student.

Personal Electronic Device Usage 5-8

All personal electronic devices. Including, but not limited to cell phones, smart watches, iPads, iPods, and ear buds must be powered off, stored away and not accessed during the school day, once entering the academic hallway and until the bell at the end of the school day, if there is an assembly or early dismissal. Electronic devices may be used during the school day ONLY with the supervising teacher's or administrator's permission.

- First, offense will result in confiscation of the device, the student can reclaim the device in the office at the end of day. The event will be documentation on IC.
- Second, offense will result in confiscation of the device, the student can reclaim the device in the office at the end of day, disciplinary documentation on IC.
- Subsequent offenses will result in confiscation of the device. The device will only be returned to a parent, in person at the end of the day. Escalating consequences that may include checking phone in at start of the day to office.

Administration reserves the right to view information on confiscated devices. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic devices.

Please do not contact your student on his/her cell phone during the school day. In case of family emergency, the school receptionist will take a message and notify your student. Students will be allowed to return emergency calls

Personal Electronic Device Usage 9-12

All personal electronic devices. Including, but not limited to cell phones, and ear pods must be stored away in the classroom during instruction. Usage is permitted upon teacher's approval during the class period.

- First, offense will result in confiscation of the device, and the student can reclaim the device in the office at the end of day, document in IC.
- Second, offense will result in confiscation of the device and the student can reclaim the device in the office at the end of day with documentation in IC.
- Third offense will result in confiscation of the device and the student can reclaim the device in the office at the end of the day. For the next five days the student will turn in their device to administration for the entirety of the school day.

Administration reserves the right to view information on confiscated devices. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic devices.

CHANGE OF ADDRESS/PHONE NUMBER

Change of address, phone number or email should be updated immediately through your parent portal on Infinite Campus (found under More>Demographics.) This would include if a student is in one household but needs to be added to two households.

A secondary method of updating information 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. In addition, students who need to be listed in dual households.

LOST AND FOUND

Students should report lost articles as soon as possible. Any found items should be turned in to the school office. A Lost and Found area will be located near the second floor reception desk. Unclaimed items will be donated to charity at the end of each quarter/trimester.

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.

HCA HUMAN DIGNITY & ANTI-BULLYING POLICY

Purpose

The purpose of this policy is to identify conduct that violates human dignity and provide a procedure for reporting and investigating such conduct so that Harvest students and employees may learn and work in an educational environment free from these offensive behaviors and distractions from the learning environment.

Bullying, physical, sexual, and emotional abuse, and harassment are contrary to God's will for his people, State law, and the policies of the Board. Bullying, physical, sexual, and emotional abuse, and harassment diminish students' ability to learn and Harvest's ability to educate. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Preventing these harmful and disruptive behaviors is an important goal of Harvest. People are created to reflect God Himself and, therefore, are expected to treat each other with respect.

Students who engage in the misconduct identified in this policy are subject to discipline in accordance with the student discipline policy.

Definitions

1. Bullying includes "cyber-bullying" and is defined as any severe or pervasive physical, verbal, or visual act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. Placing the student in reasonable fear of harm to the student's person or property.
 - b. Causing a substantially detrimental effect on the student's physical or mental health.
 - c. Interfering with the student's academic performance.

- d. Interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.
2. Bullying may take various forms, including, without limitation: harassment, intimidation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, isolation, hazing or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.
3. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this policy.
4. Physical abuse means any intentional act or threat of an act that results or could result in physical pain or injury to another person.
5. Sexual abuse means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.
6. Emotional abuse means any attempt to destroy another person's self-worth through harassment, threats, and deprivation, and control another person's life through words, threats, and fear.
7. Harassment means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational environment whether occurring on or off HCA property. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.
8. Sexual harassment means unwanted sexual advances, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational environment.
9. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. (vii) Because all people are made in God's image: restorative measures are meant to help those who are involved in this behavior to understand the weight of their sin and to be disciplined through biblical repentance and restoration as possible.

PROHIBITION

Bullying, intimidation, harassment, and physical, sexual, or emotional abuse, are prohibited.

Bullying on the basis of actual or perceived race, color, national or ethnic origin, sex or gender, religion, age, disability, citizenship or immigration status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, any other distinguishing characteristic or any other protected status also is prohibited.

No student shall be subjected to bullying, intimidating, abusive, or harassing conduct that occurs:

1. During any school-sponsored education program or activity;
2. While in school, on school property, on field trips, or at school-sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Harvest if the bullying causes a substantial disruption to the educational process or orderly operation of Harvest. This item (#4) applies only in cases in which a Harvest staff member receives a report that bullying through this means has occurred and does not require Harvest to staff or monitor any non-school-related activity, function, or program;
5. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by Harvest; or
6. In any other way that has a nexus to Harvest or school activities.

REPORTING

1. School staff, students, and parents shall promptly report all incidents of bullying behavior, intimidation, harassment, and physical, sexual, or emotional abuse, and encourage students and parents to report such incidents to the Superintendent, Principal, or Social Worker:
 - a. Cory Harbor, Superintendent, charbor@harvestchristianacademy.org
 - b. Bob Young, Principal Grades 5-12, byoung@harvestchristianacademy.org
 - c. Cathy D'Alessandro, Assistant Principal Grades 5-12
cdalessandro@harvestchristianacademy.org
 - d. Carli Lopez, Student Service 5-12 clopez@harvestchristianacademy.org
 - e. Noelle Hoffmeister, Principal K-4, nhoffmeister@harvesthcristianacademy.org
 - f. Kelly Burke, Director of Early Learning, kburke@harvestchristianacademy.org
2. The superintendent, principal, or designee will promptly inform parents of all students involved in the alleged bullying incident, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

INVESTIGATING BULLYING

When a report of bullying is received the Superintendent, Principal, or designee will take the following steps to promptly investigate and address reports of bullying:

1. Investigate whether the reported acts of bullying are within Harvest jurisdiction as defined by this policy.
2. Make all reasonable efforts to complete the investigation within 10 school days after the bullying incident is reported, taking into consideration additional relevant information received during the course of the investigation.
3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
4. To the extent permitted by federal and state laws and rules governing student privacy rights, provide parents of students under investigation information about the investigation and an opportunity to meet with the Dean, Principal, Director, or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
5. The Dean, Principal, Director, or designee shall document all reports of bullying incidents, investigation steps, determinations, and outcomes.

BULLYING OUTCOMES

Students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying shall be subject to discipline in accordance with the student discipline policies.

Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the Administration or designee to determine the appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services, and biblical discipleship. Parents will be advised of this referral and any action that is taken or suggested.

REVIEW AND COMMUNICATE

This policy will be reviewed and reevaluated every two years with input from a variety of Harvest stakeholders, including school staff, students, and parents. The policy review and reevaluation process shall include assessment of the policy's outcomes and effectiveness, including, but not limited to, the following factors: frequency of victimization; student, staff, and family observations of safety at school; identification of areas of school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. Information developed as a result of the policy's review and reevaluation must be made available on the Harvest website. After the policy is reviewed and revised it shall be filed with the Illinois State Board of Education.

This policy shall be available on the Harvest website, included in the Parent-Student Handbook, and distributed annually to students, parents, and school staff, including new employees when hired.

ADMINISTRATIVE PROCEDURES

The Board of Directors authorizes the Principal, Director, or designee to promulgate such procedures as may be necessary to effectuate this policy in accordance with state and federal laws.

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 standards in the 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 online form beginning in January. If a student is in serious academic or disciplinary trouble, they may be registered for the following school year but also be asked to 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/or behavioral expectations.

In addition, any accounts (tuition, student fees, lunch) not up to date may delay the start date of school for a student. Monthly notifications are sent during the school year for student fees. Low balance alerts are sent for lunch accounts and your tuition balance is found in your FACTs tuition account.

DRESS & APPEARANCE

Harvest Christian Academy High School dress code is intended to reflect God's call to modesty while maintaining a positive and professional learning environment. Our primary goal is to provide with the dress code is to create a learning environment free of distractions. Parents can help achieve this end by supporting a standard of dress in the home before the student comes to school each day.

HCA is striving to help students make appropriate life decisions, which includes respectful appearance in a variety of settings. Understanding that we are after the heart, not as a legalistic ruling, but to train students to be conscientious about their appearance. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning environment.

The dress code of HCA is to be observed each day during the school year and for participation in school programs, performances outside of school, field trips etc. unless specific permission has been granted by the administration.

The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists.

MODESTY

A student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with utmost respect. Therefore, modest dress guidelines is the stand for all students in our Christian school setting. Modesty alleviates the potential for unnecessary distractions in the classroom and respects the learning environment

PROFESSIONAL

HCA's academic program is designed to prepare and equip students for post-secondary success. This is a place to prepare our students for their future when they may have various appearance codes at their place of employment or other venues.

It is important to note that these standards do not involve morality, rather they are preferences that HCA seeks to uphold in our school community. The goal of these guidelines is that they are measurable, consistent, easily understood and enforceable. Students are expected to follow the school dress code, including exam days and while on campus before and after school. Our expectation is that parents will teach, reinforce and promote these principles in support of the school. If parents have any questions related to the dress code, or specific questions about student dress, please contact an administrator.

Violations

If a student is out of dress code:

- First time warning, parents notified. A change of clothes may be required.
- Second, third will serve a detention.
- Fourth dress code violation, parent conference and a detention.
- Fifth time will be a half day Saturday (4 hours) detention.

General Standards

- All clothing should be in good repair. Clothing with holes or rips may not be worn.
- Designs or slogans which do not meet the professional standards of Harvest Christian Academy, including musicians or musical events may not be worn at school.
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Clothing should completely cover undergarments and necessary body parts at all times. Boys and Girls should take care to ensure tops are not plunging or revealing at the neckline.
- Boys and Girls should ensure that their pants cover boxers and undergarments.

Shirts, Dresses, Skirts, & Tops

- Tank tops are unacceptable. At no time, should undergarments be showing, including bra straps.
- Students should take care to wear modest clothing styles that consistently cover their midsections while standing in normal posture.

Jeans, Pants and Shorts

- Shorts must have an inseam length of at least 7 inches. Many in-style shorts do not meet this professional requirement and should be saved for after school hours.
- Shorts and pants must have a zipper and a button.
- Athletic attire is not permitted to be worn during school hours which includes, athletic shorts, yoga pants, flared yoga pants, sweatpants or joggers.
- Leggings and all legging-type pants may not be worn at school.
- Pants may not be constructed in a knit fabric. They should not be constructed in an overall style that is too tight or body shape revealing. Under no circumstances are leggings considered pants.

FORMAL EVENT ATTIRE

The most difficult task for administration is the determination of modesty, which is often at odds with cultural fashion trends. We ask that you be considerate by not putting the administration in a difficult position. We do not want to cause any embarrassment by having to notify a student who arrives at an event that their attire is inappropriate. Modesty is a somewhat subjective interpretation, but one we have a duty to uphold.

Formal event dress code guidelines must be followed by all attendees at events (both current HCA student and off-campus guests).

- Attire should reflect a formal family occasion (like a wedding) rather than a night on the town or evening at a club.
- Dresses that are too revealing, exposing midriffs or cleavage, or are too short in length are not appropriate (anything shorter than mid-thigh).
- To avoid confusion or issues at an event, administration is willing to pre-approve outfits based on a picture of the student in the outfit.

PHYSICAL EDUCATION UPPER SCHOOL

Students must change into appropriate athletic wear for P.E. This includes: non-spandex shorts with a minimum inseam of 5 inches, sweatpants, or joggers. Students may not wear crop tops or sport bras as a shirt. Midriffs should be covered. Athletic attire is not acceptable outside of P.E. class during the school day.

Please note that the administration reserves the right to amend the dress code as needed to address new fads and styles that arise with the school year. The administration reserves the right to ask a student to stop wearing or displaying a particular style of dress, hairstyle, or appearance if deemed to be consistent with the standards and intent of HCA's dress code. The administration retains the right to monitor the dress of HCA students during school functions both on and off campus and to request compliance from students when necessary.

GRADES 5-8 GUIDELINES

All HCA students should exhibit modest and developmentally appropriate dress. Excessively fitted or baggy clothing is not permitted. Hats or hoods are not to be worn inside the building.

GENERAL STANDARDS

- All clothing should be in good repair. Clothing with holes or rips may not be worn.
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Clothing should completely cover undergarments and necessary body parts at all times.
- Boys and girls should take care to ensure tops are not plunging or revealing at the neckline.
- No athletic wear is allowed during the school day.
- Pants and shorts must have a button and a zipper
- All tops that have a logo must be smaller than your handprint.
- Shorts and skirt length must be 7 inches. Please be mindful throughout the school year as Middle School students tend to have growth spurts.

BOTTOMS

- Allowed dress code colors are navy, gray or khaki.
- Pant style options may be loose-fitting, flat front, cargo, and pleated dress slacks.
- Cargo and dress shorts and skirts that are mid-thigh in length are permitted.
- Leggings are NOT permitted to be worn as pants.
- Jeans, athletic shorts, and sweatpants 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.
- Hoodies are to be navy, white, or gray.
- All tops that have a logo must be smaller than your handprint.
- HCA spirit wear, sweatshirts and athletic camp shirts are permitted.

DRESS CODE VIOLATIONS

If, as determined by school officials, a student's dress or appearance is not in compliance with the dress code, he/she will be required to correct the situation by changing clothes. Parents will be notified to bring a change of clothing. The student will be in the office until a parent arrives.

Dress Code Violation Sequence:

- First occurrence: Warning, parental contact, clothing changed
- Second occurrence: Warning, parental contact, clothing changed

- Third occurrence: In-school detention
- Fourth occurrence: Conference with parents, student, and administration

PHYSICAL EDUCATION CLASSES

Middle School students are required to change into a prescribed uniform for physical education. Athletic socks and shoes must be worn

DRESS CODE ELEMENTARY (K-4)

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.

All HCA students should exhibit modest and developmentally appropriate dress. Any logo must be smaller than the size of your hand. Excessively tight fitting or baggy clothing is not permitted. Hats or hoods are not to be worn inside the building.

BOTTOMS

- Allowed dress code colors are navy, gray, or khaki.
- Pant style options can be loose-fitting, flat front, cargo, and pleated dress slacks. Joggers are permitted, as long not sweat pant material
- Cargo and dress shorts and skirts that are mid-thigh in length are permitted. Leggings are NOT permitted to be worn as pants.
- Jeans, athletic shorts and sweatpants are NOT permitted.

TOPS

- Polo shirts/blouses must be collared and solid colored in white, gray, navy or light blue. Hoodies are to be navy, white, gray or black.
- HCA spirit wear, sweatshirts and athletic/drama camp shirts are permitted.

SPECIFIC GUIDELINES FOR K-4 GIRLS

- 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 polo t-shirt dresses without branding emblem are permitted in navy, khaki and gray. Skirts/Skorts - solid khaki, gray or navy or Harvest plaid (available through Lands End Uniform Store) must be of modest (not more than 2" above the knee) length.
- Bike shorts or leggings in navy, white or gray must be worn under jumpers and skirts.

SECTION TWO HIGH SCHOOL POLICIES

HIGH SCHOOL ACADEMICS

ACADEMIC PREPARATION (GRADES 9-12)

Harvest Christian Academy is committed to accurate assessment and grade reporting.

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.

All students are to be prepared for each class by completing all assignments, bringing necessary materials, and participating in class discussions. Each student is expected to perform to the best of his abilities.

ACADEMIC HONESTY

Academic honesty is expected of all students. Cheating on any assignment, including daily homework or assessment, is not only an academic infraction but also a violation of our community standards as a Christian School. If a student cheats or allows another student to cheat off of his/her work, the student will receive a "0" for the test or assignment and will not be permitted to make up the test or assignment. The student will also receive detention and the teacher will contact the student's parent. If there is a second incident in any class, the student will be removed from the class and will receive a final grade of Withdraw Fail (WF). Any further instances of cheating will result in further discipline including suspension and/or expulsion. In addition, the student will have to re-interview at HCA for the following school year. Records will be kept of students who are charged with academic dishonesty and/or plagiarism.

Cheating includes, but is not limited to:

1. Copying homework or allowing one's homework to be copied;
2. Summarizing a reading assignment for someone else who has not read it;
3. Sharing test or quiz questions, answers, or topics (to say a test was "hard" or "easy" is acceptable); and
4. Using another's notes in place of one's own on a test or quiz where notes are permitted.
5. Using ChatGPT or any other AI technology unless otherwise instructed to do so.

Plagiarism includes, but is not limited to*:

1. The Clone: word-for-word writing in place of one's own writing;
2. CONTROL-C: use of meaningful and unchanged parts of text from a source;
3. Find-Replace: use of a passage that keeps the basic information and changes only a few words or phrases;
4. Remix: paraphrasing from several sources and creating a single text;
5. Recycle: use of an earlier work without citation;
6. Hybrid: use of cited work interspersed with uncited work;
7. Mash-up: use of word-for-word material from several sources;
8. 404 Error: use of fictitious citations or false information about sources;
9. Aggregator: all information is properly cited but paper includes little-to-no original work; and
10. Re-tweet: use of accurate citation but wording is too close to the original wording of the source.

* The Plagiarism Spectrum: Tagging 10 Types of Unoriginal Work, Turnitin: Leading Plagiarism Checker, Online Grading and Peer Review. N.p., 11 June 2012. Web. 15 June 2012.

GRADE POINT AVERAGE

All courses are included in calculating a student's Grade Point Average (GPA) according to the amount of credit they receive. See the Student Registration Handbook ([link](#)) for course credits and to identify courses that receive weighted quality points. A student's GPA is based on summative semester grades. GPA is used to determine class rank.

Students will receive an email at mid-term for a grade of C or below. The report card will focus on academic progress using the following grading scale:

| | |
|----|----------------|
| A+ | 97 -100% |
| A | 93- 96% |
| A- | 90-92% |
| B+ | 87-89% |
| B | 83-86% |
| B- | 80 - 82% |
| C+ | 77- 79% |
| C | 73-76% |
| C- | 70-72% |
| D+ | 67- 69% |
| D | 63-66% |
| D- | 60-62% |
| F | 0- 59% Failing |

GRADE REPORTS

Student grades and attendance are available via Infinite Campus. Students and parents will receive an Infinite Campus username and password at the beginning of the school year. Semester report cards are available on IC.

Parent or student questions or concerns regarding a student's grades and attendance must be brought to the attention of the school administration in the current academic year (August to July), not retroactively in subsequent school years.

HONOR ROLL & PERFECT ATTENDANCE

The honor rolls are computed each semester. There are two designations for honor roll"

- A student qualifies for High honor roll with all A's for the semester.
- A student qualifies for Honor roll with A's & B's for the semester.
- Perfect attendance award is for students who are not absent or tardy. It is awarded each semester.

DROP/ADD FOR UPPER SCHOOL CLASSES

Students cannot make changes the first two days of each the semester. After that, students have up to two weeks to add or drop a class.

FULL TIME STUDENTS

Students must be registered for at least 5 credits during each school year.

- 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.

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 two 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.

PART-TIME STUDENTS

HCA offers part- time enrollment opportunities for students in grades 5- 12. Students who take advantage of this opportunity may register for courses, for credit (GR 9-12), during their regularly scheduled times/periods in our master schedule. A tuition schedule for part-time students may be obtained from the Admissions Office.

HCA would also make available to all part-time students taking one course or more in the semester they

are enrolled the following benefits:

- Standardized testing (additional cost per test)
- 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.

CREDITS AND GRADUATION

See the High School Planning Book for details regarding graduation requirements.

In sum:

- Students are required to complete eight semesters of high school attendance and earn the applicable requisite credits to receive a diploma. Any exceptions to the eight-semester requirement must have the approval of a counselor and the Principal.
- Students must have 25 hours per year of community service. Service hours must be completed by the last day of finals.

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).

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 months from the date of graduation. Students who have two or fewer credits outstanding may be allowed to participate in the Commencement ceremony.

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.

Artist Academy after successfully completing a prescribed number and type of courses.

Engineering Academy after successfully completing a prescribed number and type of courses.

Please see the High School Student Services for more details regarding this advanced standing.

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.

Please note that advanced credit transferred in from a previous school for a course that is not available at Harvest Christian Academy or dual credit course that is not an equivalent to an HCA course will not be

used in the calculation for Valedictorian or Salutatorian. Instead, it will be weighted on a 4-point scale.

GUIDANCE

Students may meet with Student Services regarding academic matters, college and career planning, or personal matters. Students may schedule appointments with a school counselor during lunchtime, during the student's advisory period, or during office hours.

COLLEGE FINANCIAL AID/COLLEGE SCHOLARSHIPS/CAREER COUNSELING

Students and parents are encouraged to be in touch with the student services faculty 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.

ACADEMIC SUPPORT

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

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

- Interventions on the part of the classroom teacher
- Recommendations for tutoring or counseling
- 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.

SENIOR EXAM EXEMPTION

All HCA seniors during the Second Semester of their senior year (spring semester) will be considered exempt from the final exam in a class if all of the following criteria apply on Declaration Day (the final day of regular classes):

- The student must have completed all coursework (except for the final exam) and earned a final semester grade of "C" or higher in the class;
- The student has not been suspended during the student's entire senior year;
- The student has not accumulated more than six absences in the class (for any reason) during Second Semester of the student's senior year.
- If a student is declared exempt from an exam it is his/her choice whether or not to take the exam. The teacher must be notified on Declaration Day if the student intends to take the exam.

CLASSROOM PROCEDURES

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.

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.

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 do their best to accommodate a student's request.

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.

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, Iowa, SAT and MAP. Testing deemed necessary by the Administration will be required, as follows:

- Grades 5&7: MAP Testing
- Grades 6: IOWA BASIC SKILLS & MAP Testing
- Grades 8-10: PSAT & MAP Testing
- Grades 11-12: 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.

HONORS, ADVANCED PLACEMENT & DUAL CREDIT

Honors classes, AP and Dual Credit classes are scored on a 5.0 GPA 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).

An Interim Report is a communication tool to inform students and parents of an academic issue. Teachers are required to issue a midterm, halfway through the semester, for students earning a C or less in grades 5-12 will be notified by teacher by email.

TEXTBOOKS & TECHNOLOGY

Textbooks are loaned through the school; it is the student's responsibility to return them in the same condition they were received. It is recommended that books are covered. If books are not returned or are damaged at the end of the year, student IC account will be charged for replacement of textbooks or equipment.

Students can check out from the library TI-83/TI-84 calculators and daily check out of Chromebook are available at the second floor reception desk.

ATTENDANCE

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, 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

UNEXCUSED ABSENCES (TRUANCY)

1. Student absence (other than an excused absence set forth above) that is with the knowledge of the parents but without their approval and the approval of the school will result in an unexcused absence in all missed classes. Repeated offenses may result in a suspension and/or expulsion.
2. As a result of an unexcused absence
 - a. The student will not receive credit for work missed;
 - b. The student will be assigned a detention

- c. The Principal or designee will contact the student's parent.
3. Student absence without the knowledge and approval of parents and school will result in an unexcused absence in missed classes. Repeated offenses may result in a suspension and/or expulsion. As a result of the unexcused absence:

EXCESSIVE ABSENCE (EXCUSED OR UNEXCUSED)

- A. If a student exceeds 15 absences in one semester in any class or classes, the student will not receive credit for that class or classes. School-sponsored absences do not count toward student absences for the purposes of this policy.
- B. An exception may be granted to a student with a long-term illness. The student's parent must submit an appeal to the Principal requesting the extension, which must include a letter from the student's parent and a signed statement from the student's doctor. The Principal shall submit the appeal documents from the parents and any documentation from the school regarding the student's absences to the Education Committee. The Education Committee must approve any exceptions to this policy at the time of the absences. The decision of the School Leadership Team is final.

TARDINESS, LATE START, LATE ARRIVAL, & EARLY DISMISSAL

ARRIVAL TO SCHOOL (GRADES 5-12)

Students not reporting by the start of school (7:45 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 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.

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 15 absences for each class.

Tardy policy – For every 5th tardy to SAME class will be counted as an absence.

- 5 tardies detention
- 10 tardies detention
- 15 tardies Saturday detention
- 20 tardies ½ day in-school suspension

LATE START

The first Thursday of the month is late start for teacher's professional development. First hour begins at 8:45.

LATE ARRIVAL & EARLY DISMISSAL PRIVILEGES FOR SENIORS

Seniors in good standing (i.e., a student who has no previous discipline record or academic issues) and who have a study hall first or last period may request either late arrival or early dismissal privileges. To request late arrival or early dismissal privileges, each semester the student must fill out the Late Arrival

Form and turn into Student Services Office before the privilege goes into effect. Students granted late arrival privileges must either report to their assigned study hall if they arrive during first period or be on time for their second period class. Students with early dismissal privileges must either vacate the school building and campus before the last period begins or report to their assigned study hall. If a student reports to study hall, the student must remain in study hall for the full period. Seniors with late arrival or early dismissal privileges must be present for all chapels and assemblies.

HIGH SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE

HCA takes seriously its responsibility to deal immediately and firmly with any student behaviors, attitudes, or activities that are contrary to standards of Christian living or in violation of school rules. In all matters of discipline, the ultimate goal is to restore the student and to bring the student back into the school community as a fully contributing member. HCA recognizes that in certain matters of discipline, it may be in the best interest of the student or HCA that the student is not returned to HCA.

HCA faculty and staff make every effort to address student discipline issues individually, recognizing that every situation is unique. HCA faculty and staff also make every effort to first address matters of student discipline. This is done through classroom management, one-on-one meetings with students, open communication with parents, and/or counseling. However, HCA is not required to apply discipline in a progressive manner. If the issue is not resolved, or if the infraction is of a more serious nature, in the Administration's discretion, it may impose more severe consequences.

Students are expected to comply with all school rules. Student conduct should neither harm nor bring discredit to the name of Christ. All Harvest students are expected to behave and conduct themselves consistent with Harvest's mission, vision, and statement of belief. Students are to serve one another and our community by giving their best in every area of school-life by demonstrating Christ-like behavior and by honoring our Lord Jesus Christ.

To promote the spiritual health of the Harvest community and to ensure a positive learning environment, HCA adheres to the following guidelines for student conduct expectations and discipline.

CLASSROOM DISCIPLINE (GRADES 9 -12)

Discipline is necessary for the welfare of each student, as well as for the benefit of the class and school. 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 teacher who will most often discipline behavior one on one with a student. As the teachers are expected to address classroom behavior, they should correct the student. If the student refuses to correct the misbehavior, or continues to repeat the misbehavior, teachers will take one or more of the following actions:

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

If a student is asked to leave a classroom for misbehavior, the teacher will enter information in IC. The dismissed student must report immediately to the office for the remainder of that period. Before the

student may reenter the class, the student must arrange a conference with the teacher. The student or teacher may request an administrator available for the meeting with the student.

If the student is removed a second time from the same class, they will be assigned detention. Continued incidents will result in further discipline, up to and including suspension.

MISCONDUCT

Generally, misconduct is any activity, on or off campus, during or outside of school hours, that interferes with, disrupts, or adversely affects the school, its personnel, or other students. Misconduct will result in disciplinary action.

Misconduct includes, but is not limited to, the following types of conduct:

1. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm.
2. Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
3. Exhibition of aggressive behavior, including bullying.
4. Intimidation of, or any attempt to intimidate or instill fear in, school personnel or other students.
5. Insubordination to school personnel, including failure to follow directions.
6. Verbal abuse of school personnel or other students.
7. Use of vulgar or profane language and gestures.
8. Engaging in disruptive behavior or conduct.
9. Stealing, damaging, or misusing the school's or another person's property.
10. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event. The term "possession" for the purposes of this provision may include when a student is (a) aware of, (b) in the proximity of or has access to, and (c) fails to promptly remove him/herself from the premises where the alcohol, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product is present or being used, distributed, purchased, or sold by a minor.
11. Truancy and attendance violations.
12. Inappropriate displays of affection.
13. Entering or loitering in an unauthorized area.
14. Lying or deception, including forgery or cheating.
15. Disrespect shown towards school personnel or another student.
16. Leaving the campus without permission before the end of the day.
17. Continued lack of academic preparedness.
18. Gambling of any sort.
19. Displaying or demonstrating any type of gang affiliation or participating in gang, gang-like or gang-related activities.

20. Unauthorized possession or use of an electronic device.
21. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
22. Taking pictures of Harvest students or staff without their express consent while on Harvest grounds or at Harvest-sponsored events.
23. Violation of the Dress Code.
24. Repeated incidents of misconduct, including repeated refusal to comply with school rules.
25. Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
26. Any other acts that violate the law or school rules.
27. Being where students are prohibited from being during the school day. Such designated places without supervision include; offices, computer labs, workout facilities, The Mitch, The Chapel, the baseball facility, music rooms, art labs, engineering room, business lab, elevator without an elevator pass and on HBC side of the building.

DETENTIONS

Detention periods are typically served on the next Thursday after assigned. Detentions are served from 3:15–4:15 pm. Students must let the office know if they are unable to attend assigned detention, if not they will have to serve extended time in their detention. Teachers may assign and supervise before- or after-school detentions for students.

SATURDAY SCHOOL

Saturday School is four hours, from 8:00 a.m. to 12:00 p.m., on designated Saturdays. Students assigned a Saturday School must serve it on the designated mandatory Saturday Session. If the Saturday School is not served when it is assigned, an additional Saturday School will be assigned as a penalty.

During Saturday School students are expected to follow all school rules and must come prepared to do school-related work. No talking is allowed, and sleeping is prohibited. Computers and tablets may be used only for academic purposes. Other electronic devices, including but not limited to cell phones and iPods, are prohibited unless the student is granted permission by the Saturday School supervisor.

PROBATION

The purpose of probation is a change in behavior and results, if there is no change, a student is placed on probation. It 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.

BEHAVIORAL & ATTITUDINAL

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.

ACADEMIC PROBATION

Students will be placed on academic probation when:

- a. Student fails 2 or more courses in any given semester.
- b. The student's term GPA falls below a 2.3. Any student placed on academic probation in grades 9-12 has one semester to earn a GPA above 2.3 during the following term. If the student fails to do so, the student will need to reapply for admission to HCA

IN-SCHOOL SUSPENSION

A student may be assigned an in-school suspension. The student's parent will be informed of an in-school suspension. The student may make up and receive credit for work missed during the period of in-school suspension. It is the student's responsibility to make arrangements with the student's teachers to make up missed school work. The student must report to the office each day of the suspension. A student serving an in-school suspension is prohibited from attending any school functions during the suspension.

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 be informed about behavior that may lead to a suspension.

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.

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.

Any gross misconduct that is a violation of Illinois state law may lead to expulsion.

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.

SUSPENSION PROCEDURES

The Superintendent or designee is authorized to suspend a student for up to ten (10) school days, or longer pending consideration by the Executive Committee of a recommendation for expulsion. The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Principal or designee during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email. A copy of the notice shall be given to the Superintendent and School Leadership team.
4. The student's parent(s) may request a review of the suspension, but such request will not stay the suspension. During the suspension review process, the student shall continue to serve the suspension. The parent(s)' request for review must be made within five (5) calendar days of receipt of the suspension notice. The review shall be conducted by the Superintendent or designee. At the review, the student's parent(s) may appear and discuss the suspension with the Superintendent or designee and may be accompanied by a representative of their choice at their own cost. Following the suspension review meeting, the Superintendent or designee shall make his/her decision regarding the suspension. The decision of the Superintendent or designee shall be final.

At the discretion of the Superintendent, he/she may consult with the Board President or designee to determine if the suspension review should be considered by the Executive Committee. If the Executive Committee reviews the suspension, the Executive Committee's decision shall be final.

A student who is suspended may make up and receive equivalent credit for work missed during the period of suspension. A school designee will work with teachers for makeup missed school work. A suspended student is prohibited from being on school grounds and attending any school functions during the suspension.

EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Prior to a student's expulsion, the student and his/her parent(s) shall be invited to meet with the Superintendent. The written request shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the written request shall be given to the Superintendent. The written request should include:

- a. The reasons for the proposed expulsion as well as the Policy or school rule(s) the student is charged with violating;
 - b. The time, date, and place for the meeting;
 - c. A short description of what will happen during the meeting;
 - d. A statement indicating that the Superintendent may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
 - e. A request that the student or parent(s) inform the Superintendent or designee if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by the Executive Committee or a hearing officer appointed by it. If a hearing officer is appointed, he/she shall report to the Superintendent the evidence presented at the meeting.
3. During the meeting, the Superintendent shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report the Superintendent shall make his recommendation regarding expulsion.

A student who is suspended pending expulsion is prohibited from being on school grounds and attending any school functions. A student who is expelled is prohibited from being on school grounds and attending any school functions after being expelled.

BUS CONDUCT EXPECTATIONS & DISCIPLINARY MEASURES

It is a privilege to use a bus for field trips and sporting events. It is a student's responsibility to follow our code of conduct and behavior rules while on the bus.

EXTRACURRICULAR & CO-CURRICULAR CODE OF CONDUCT

The Extracurricular and Co-Curricular Code of Conduct recognizes that students have a great opportunity to enhance their Christian walk through participation in organized interscholastic competition, extracurricular and co-curricular activities, and leadership positions. This Code also addresses the fact that students have a responsibility when they represent HCA in a public setting. Student behavior reflects the values for which the school stands.

Students who participate in extracurricular and co-curricular activities must adhere to the Extracurricular and Co-Curricular Code of Conduct in addition to the general student discipline policy.

The Extracurricular and Co-Curricular Code of Conduct encourages students to:

- a. Learn to be faithful witnesses to the Lord as they are involved in sports, perform a leadership function, or participate in an extracurricular activity;
- b. Learn to accept responsibility for representing Harvest with attitudes and actions befitting a Christian young adult;
- c. Learn the value of care for their bodies by proper training and conditioning by keeping themselves free from the use of substances that can cause damage to their body and mind;
- d. Learn discipline through the rigors of their sport or activity;
- e. Become the best participants they can be in their respective fields; and become healed and restored after a code violation.

GENERAL REQUIREMENTS AND EXPECTATIONS

1. The Code is in effect for all HCA students who participate in HCA extracurricular and co-curricular activities. Portions of the year in which a student is not participating in an extracurricular or co-curricular activity (including during the summer) and any period of suspension or ineligibility are still regarded as periods during which these rules apply.
2. Academic Standards
 - a. All student participants must meet the IHSA scholastic eligibility requirements.
 - b. In addition to the IHSA requirements, a student may not be failing more than one class on a week-to-week basis.
 - c. In order to practice, participate, or perform on a school day, a student must be in school for five full periods, unless excused in advance by an Administrator. Students on the Restricted List may be ineligible to participate in extracurricular or co-curricular activities.

ATHLETIC ELIGIBILITY

It's an honor to represent your school and Christ competitively with sports. Therefore, we hold our student athletes to a high standard of not only athletic sportsmanship during competition, but also in the school. There is an expectation that you will follow school policies and procedures whether competing or in the classroom. Failure to do so could impact the sports season.

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.

MISCELLANEOUS HIGH SCHOOL POLICIES

STUDENT PARKING & VEHICLE REGULATIONS

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.

STUDENT VEHICLES

Upper school students must register their vehicle with online form. 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. If drivers fail to comply with these expectations, administration reserves the right to revoke a students' driving privilege at any time.

If the sticker is not displayed and/or is not parked in assigned parking, students will be fined \$10 for each occurrence.

Parking in the garage will result in a \$10 campus ticket. Repeated tickets may result in the loss of driving privileges.

Observe speed limit and operate vehicles in a safe manner at all times. Violation of this may result in a \$10 campus ticket and withdrawal of driving privileges. Fees will be added to Rev Track after ten days.

HALL PASSES

During class time, the halls are to be quiet. Students are not allowed in the halls without permission from a teacher. Students have to sign in and out of the classroom. Any teacher or administrator may request to see a student's hall pass and may send the student back to class if the privilege is being misused.

LOCKER ROOMS

At no time are students allowed to enter the locker rooms except for class or after-school athletic practices or games. The use of cell phones, cameras, and other devices capable of taking photographs or digital images are prohibited in locker rooms.

LUNCH (GRADES 9-12)

HCA has a "closed campus" that is, students are not permitted to go off campus for lunch. Visitors to the lunchroom are limited to parents, grandparents, immediate family, pastors, and HCA alumni. Students that order food via a delivery service must be escorted to the circle lobby pick-up. All visitors must check-in at the school reception desk.

SCHOOL HOURS GRADES 5-12

Grades 5-12: 7:50 AM until 3:10 PM. Students will be allowed into their classrooms 10 minutes prior to the start of the school day. Fridays ONLY Start time is 7:50 until 3:10.

TEACHER-STUDENT CONFLICTS

Such conflicts occasionally occur. Except where such conflict involves bullying behavior, intimidation, harassment, and physical, sexual, or emotional abuse, in which case the reporting procedures described in Harvest's Human Dignity and Anti-Bullying Policy should be engaged, students are encouraged to follow the procedures described in Matthew 18:15-17. First, talk to the teacher. If resolution is not reached, the student should make arrangements for a conference with the principal and the teacher.

WORK PERMITS

Work permits are available for students under the age of 16. Please visit the upper school office.

SECTION THREE MIDDLE SCHOOL POLICIES

MIDDLE SCHOOL ACADEMICS

ACADEMIC HONESTY

Cheating and plagiarizing are not tolerated at Harvest. Our objective is to create a school environment that is supportive and fair to all students, and one that promotes goal setting in accomplishing a personal best for each individual. Any offense will be reported on the student's permanent record and parents will be notified.

Academic honesty is:

1. Using the Internet and other research materials for insight and research; and rewording and rephrasing facts, with proper documentation;
2. Working together and discussing an assignment with classmates to develop ideas, however, writing papers and completing assignments independently;

3. Studying for the test with notes; and sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test; and
4. Saying “I do not know what is on the test,” or “I’m not sharing test information.

Cheating is:

1. Copying word for word phrases/sentences from any source, such as Internet, text sources, or study guides; and not documenting information taken from sources;
2. Copying, exactly, or rephrasing any portion of a classmate’s paper, notes, projects, lab notes, essays, worksheets, or any other assigned material that can assist them in cheating;
3. Using any type of aid during a test that is not allowed by the teacher including, but not limited to cheat sheets, crib notes, formulas/calculations, text messaging, wandering eye, and talking during a quiz/test; and
4. Sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test.
5. Using ChatGPT or another AI technology unless otherwise instructed to do so.

A student who cheats will receive a failing grade for the assignment or test and will not be permitted to make up the assignment or test. The student also will receive a detention, and the teacher will notify the student’s parent. A student who allows another student to cheat off his/her work also will receive disciplinary consequences. Continued instances of cheating will result in further discipline consistent with the student discipline policy, up to and including suspension and/or expulsion. See Middle School Conduct Expectations & Student Discipline.

ACADEMIC

Students will move from teacher to teacher throughout the day. All middle school students will be scheduled into the following courses: Bible, English, History Math, Science and Physical Education. All Middle School core classes are standard, with possible exceptions due to student proficiency and capability. The standard math curriculum in 6th grade math, 7th grade math, 8th grade pre-algebra.

Grades 5 and 6

Fifth and Sixth grade students choose to participate in choir, band or piano. Students then rotate through exploratory electives.

Grades 7 and 8

Seventh and Eighth grade students will continue in their music elective and will choose from a variety of other electives each semester.

CHAPEL/WORSHIP

Chapel is a time of corporate worship and meditation for students. It includes singing, prayer, praise, special music, speakers, student participation, and audio-visual presentations. Each year a general Chapel theme is developed and introduced at the beginning of the year and effectively reinforced throughout the year. Middle School chapel occurs on Friday.

EDUCATIONAL SUPPORT SERVICES

For most students with formally identified needs, Harvest will endeavor to provide the accommodations, modifications, supports, and instruction needed to allow the student to be successful. While public schools are mandated by federal and state laws to provide Individualized Education

Programs for students identified with a need for Special Education and 504 Plans for students with a disability that limits a major life activity, private schools do not have the same legal obligations and academic resource support. As much as Harvest would like to accommodate all students with disabilities, there are circumstances under which Harvest does not have the capability or resources to do so. However, as part of Harvest's mission to serve diverse learners who possess a range of abilities, Harvest provides SSP (Student Success Plan) that serve a similar purpose as IEPs and 504 Plans.

If students need tutoring support, please reach out to your students' teacher for more information on NHS tutors.

FIELD TRIPS

To provide supplemental, first-hand knowledge of subject material studied during the school year, field trips are taken at each grade level to various places. Parents must complete a permission slip prior to students attending field trips. Prior to each field trip, specific information regarding the date, time, and place of the field trip, and specific protocols will be provided by the teacher(s). Information regarding additional costs will be provided in advance of the field trip. Students will be required to turn in a signed parent permission slip before the student may go on a field trip.

Parents may be asked to chaperone field trips. Teachers will provide parent chaperones with all necessary field trip information in advance of the field trip. Only members of the class and selected parent-chaperones are permitted to attend field trips. Parent chaperones may not bring other students along on field trips and may not buy anything for students.

The student discipline policy applies on field trips, including on the bus to and from the field trip.

HOMEWORK

At Harvest a differentiated approach is taken to homework. For example, some students may be given homework that other students do not receive, and some activities may be optional to meet the varying needs and interests of students and families. As students mature and progress through each grade, homework demands will gradually increase. Harvest teachers continuously review their practice to ensure that any homework assigned is effective for Harvest students and consistent with best practice.

Homework is a good way to help students review and reinforce the day's lessons. Although homework is assigned to and to be completed by students (not parents), it is helpful when parents ask students daily if they have homework, to show interest in their schooling and ensure that they complete it. A daily, scheduled homework time and a quiet, comfortable, well-lit place to study will help students succeed.

5th & 6th Grade Missing and Late Assignments

Missing and late homework assignments are flagged in Infinite Campus and can be reviewed by students and parents. Missing or late homework is addressed by the grade-level team. Each incomplete or missing assignment will be recorded by the student's classroom teacher and communicated to the rest of the grade-level team. Students will be required to make up missing assignment. As missing or late assignments accumulate, the following penalties apply: do we want to add something

- After 5 missing assignments parents notified
- After 10 missing assignments a grade-level meeting with parents, teachers, student and administration to identify and implement homework supports for student.
 - Students will be removed from school sponsored activities ie: theater and

sports, until missing work is made up.

If this behavior continues, then administration will reassess the issue at semester to come up with a success plan.

7th & 8th Grade Missing and Late Assignments

Missing and late homework assignments are flagged in Infinite Campus and can be reviewed by students and parents. Missing or late homework is addressed by the grade-level team. Each incomplete or missing assignment will be recorded by the student's classroom teacher and communicated to the rest of the grade-level team. Whether and how the assignment may be made up is at the discretion of each teacher. As missing or late assignments accumulate, the following penalties apply:

- After 3 missing assignments parents notified.
- Lunch detention every Wednesday for missing assignments during homeroom.
- If behavior becomes chronic (10 or more missing assignments), then a team meeting will ensue.
 - Students will be removed from school sponsored activities ie: theater and sports.

HONOR ROLL REQUIREMENTS

The honor rolls are computed each semester. There are two designations for honor roll"

- A student qualifies for High honor roll with all A's for the semester.
- A student qualifies for Honor roll with A's & B's for the semester.

Perfect Attendance award is for students who are not absent or tardy. It is awarded per semester.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held over a two-day period in the fall. Dates for conferences will be listed on the school calendar. Parents will be notified and given the opportunity to sign up on line.

COMMUNICATION

Communication between the school and home is very important to the success of students. Harvest believes that open communication between parents and teachers is necessary in order to provide the best possible education for the students.

CONTACTING TEACHERS

If parents have questions or concerns that they would like to discuss with their student's teacher, parents may pre-arrange a meeting directly with the teacher before or after school. Parents may call the school and leave a message for the teacher, send a note for the teacher, or email the teacher at the teacher's Harvest email address. Staff contact information is available on the Harvest website. Parents are discouraged from contacting teachers via their personal telephone numbers or email addresses.

REPORT CARDS

Grades for students in 5th – 8th grade are available in Infinite Campus. Report cards are issued two times a year at the end of each semester.

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, Iowa, SAT and MAP. Testing deemed necessary by the Administration will be required, as follows:

- Grades 5 & 7: MAP Testing
- Grades 6: IOWA BASIC SKILLS & MAP Testing
- Grades 8-10: PSAT & MAP Testing
- 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.

Test results will be distributed to parents. The group results are shared with the staff for instructional purposes.

ELEMENTARY & MIDDLE SCHOOL ATTENDANCE

Attendance at school is crucial to academic success. Harvest encourages families to make attendance at school a priority and to limit disruptions and absences as much as possible. As a general rule, students are expected to attend school daily for the entire school term, unless an absence occurs as a result of illness or injury.

ABSENCES, EARLY DISMISSAL, AND TARDINESS

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, 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

UNEXCUSED ABSENCES

A student who skips class, or is unexcused from school for a full day, will not be permitted to make up any school assignment missed. In addition, a student who skips class will be subject to disciplinary action up to and including suspension.

EXCESSIVE ABSENCE

- If a student exceeds 15 absences in one semester in any class or classes, the student will not receive credit for that class or classes. School-sponsored absences do not count toward student absences for the purposes of this policy.
- An exception may be granted to a student with a long-term illness. The student's parent must submit an appeal to the Principal requesting the extension, which must include a letter from the student's parent and a signed statement from the student's doctor.

REQUEST FOR SCHOOL ASSIGNMENTS DURING ABSENCE

Students are responsible for making up any missed school assignments as a result of an absence from school. Ordinarily, missed assignments must be made up within a period equal to the number of days absent. If you know you are leaving for an extended period of time, teachers need 5 days' notice to prepare work. When students miss prolonged periods of school, it is challenging for students to learn material outside the classroom experience.

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 15 absences for each class.

The following consequences apply to tardies in the same class.

- 5 tardies - parent email and homeroom detention
- 10 tardies - 1 hour after school on Thursday.
- 15 tardies - Conference with Parents, student, teacher team and administration

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 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.

LATE START

The first Thursday of the month is late start for teacher's professional development. First hour begins at 8:50 AM.

DROP OFF & PICK UP

Drop off by the east side of the Mitch. Students enter and head to their first period class. If they arrive late, they must stop by 2nd floor reception to get pass to go to class.

Pick-up – Students are expected to be picked up no later than 3:30. Unless they are participating in athletics, clubs or theater performances. If you are not able to be picked up, students are required to sit in the east lobby.

MIDDLE SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE

STUDENT CODE OF CONDUCT

As an expression of Harvest Christian Academy's mission, we strive to foster a climate of acceptance, encouragement, and curiosity, while we maintain a place of comfort and safety. The Harvest Code of Conduct is intended to support the discipleship process for students, to serve as a reflection of Jesus Christ, and to provide support to parents by serving as an extension of the home.

Teachers work hard to motivate students to perform their very best, to challenge them with a variety of tasks and activities, to hold them up to high standards of behavior, and to disciple them through example and words. Students, too, should serve one another and our Christian school by giving their best in every area of school-life, by demanding Christ-like behavior of their friends, and by honoring our

Lord Jesus Christ, our teachers, and their peers.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments well and on time) and respecting authority.
- Respect for self, Harvest, and its employees, parents, and students, and the property of others.
- Courtesy extended in all relationships – student to student; student to teacher; and student to staff.
- Stewardship of the property, supplies, and equipment of Timothy, as well as the wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Reconciliation through appropriate repentance and forgiveness when offenses have been committed or received.

Christian courtesy requires that we treat one another with dignity:

- Address teachers respectfully, using their proper title when talking to them and talking about them. Honor them by listening to their words and following their instructions.
- Treat everyone at school politely, welcome visitors, and greet classmates. Serve one another in small ways: paying compliments, holding doors, tidying hallways.
- Use language that glorifies God and respects others. Swearing, obscene or inappropriate language, obscene gestures, and using the Lord's name in vain dishonor Him and reflect negatively on us.
- Harassment and bullying, either verbal or physical, is not tolerated and will be punished.
- Do not send threatening, disrespectful, or hurtful messages to students or staff via cell phone or post to social networking site. This has serious consequences, and Harvest will take disciplinary action.

MISCONDUCT

Generally, misconduct is any activity, on or off campus, during or outside of school hours, that interferes with, disrupts, or adversely affects the school, its personnel, or other students. Misconduct will result in disciplinary action.

Misconduct includes, but is not limited to, the following types of conduct:

1. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm.
2. Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
3. Exhibition of aggressive behavior, including bullying.
4. Intimidation of, or any attempt to intimidate or instill fear in, school personnel or other students.
5. Insubordination to school personnel, including failure to follow directions.

6. Verbal abuse of school personnel or other students.
7. Use of vulgar or profane language and gestures.
8. Engaging in disruptive behavior or conduct.
9. Stealing, damaging, or misusing the school's or another person's property.
10. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event. The term "possession" for the purposes of this provision), may include when a student is (a) aware of, (b) in the proximity of or has access to, and (c) fails to promptly remove him/herself from the premises where the alcohol, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product is present or being used, distributed, purchased, or sold by a minor.
11. Truancy and attendance violations.
12. Inappropriate displays of affection.
13. Entering or loitering in an unauthorized area.
14. Lying or deception, including forgery or cheating.
15. Disrespect shown towards school personnel or another student.
16. Leaving the campus without permission before the end of the day.
17. Continued lack of academic preparedness.
18. Gambling of any sort.
19. Displaying or demonstrating any type of gang affiliation or participating in gang, gang-like or gang-related activities.
20. Unauthorized possession or use of an electronic device.
21. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
22. Violation of the Dress Code.
23. Repeated incidents of misconduct, including repeated refusal to comply with school rules.
24. Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
25. Any other acts that violate the law or school rules.

CLASSROOM DISCIPLINE (GRADES 5-8)

Discipline is necessary for the welfare of each student, as well as for the benefit of the class and school. 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 teacher who will most often discipline behavior one on one with a student. As the teachers are expected to address classroom behavior, they should correct the student. If the student refuses to correct the misbehavior, or continues to repeat the misbehavior, teachers will take one or more of the following actions:

The following disciplinary measures may be implemented:

1. Redirection or instruction.
2. Verbal warning & Discussion with teacher and email parent of incident.
3. Conference with teachers, students, parents and administration. The goal to create a success plan.
4. Administration gets involved.

DISCIPLINARY MEASURES

A student may be disciplined for misconduct that occurs on or within sight of school grounds; off school grounds at a school event or activity reasonably related to school; or before, during or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime, if the conduct interferes with, disrupts, or adversely affects the school, the school environment, school operations or processes, school personnel, another student, or an educational function. Harvest is not required to apply discipline in a progressive manner.

5th-8th Grade Students

Detention 1: Students will serve a lunch detention and parent emailed

Detention 2: Students will serve a lunch detention and meet with the Administration.

Detention 3: The student will serve a 60-minute detention on Thursday after school (3:15-4:15). The Principal will schedule a conference with the student's parent and provide notice of the student's third detention and a summary of the meeting to the Superintendent.

Detention 4: The student will serve an in-school suspension of at least one (1) day. The Principal may require the student's parent attend a grade-level meeting. The student will be ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics as determined by the Principal. The Principal will provide notice to the Superintendent.

Detention 5: The student will serve an out-of-school suspension of up to (1) week, as determined by the Principal. The Principal may require the student's parent attend a grade-level meeting. The student will be ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics as determined by the Principal. The Principal will provide notice to the Superintendent.

Detention 6: The Principal will recommend to the Superintendent that the student be expelled from school.

EXTRACURRICULAR & Co-CURRICULAR ACTIVITIES

Students are encouraged to participate in after school opportunities, such as, sports, theater and clubs.

The Extracurricular and Co-Curricular Code of Conduct recognizes that students have a great opportunity to enhance their Christian walk through participation in organized interscholastic competition, extracurricular and co-curricular activities, and leadership positions. This Code also addresses the fact that students have a responsibility when they represent Timothy in a public setting. Student behavior reflects the values for which the school stands.

Students who participate in extracurricular and co-curricular activities must adhere to the Extracurricular and Co-Curricular Code of Conduct in addition to the general student discipline policy.

OBJECTIVES

The Code encourages students to:

- Learn to be faithful witnesses to the Lord as they are involved in sports, perform a leadership function, or participate in an extracurricular activity;
- Learn to accept responsibility for representing Harvest with attitudes and actions befitting a Christian young adult;
- Learn the value of care for their bodies by proper training and conditioning by keeping themselves free from the use of substances that can cause damage to their body and mind;
- Learn discipline through the rigors of their sport or activity;
- Become the best participants they can be in their respective fields; and
- Become healed and restored after a code violation.

GENERAL REQUIREMENTS AND EXPECTATIONS

The Code is in effect for all Harvest students who participate in Harvest extracurricular and co-curricular activities. Portions of the year in which a student is not participating (including the summer) and any period of suspension or ineligibility are regarded as periods during which these rules apply.

ACADEMIC STANDARDS

A student may not be failing more than one class on a week-to-week basis. In order to practice, participate, or perform on a school day, a student must be in school for a half day, unless excused in advance by an Administrator.

CONDUCT STANDARDS

All student participants must demonstrate exemplary behavior including good citizenship, academic honesty, respect for the dignity of others, and a spirit of sportsmanship, as well as follow all school rules and regulations. Any violation will result in the student being subject to disciplinary action, up to and including suspension or exclusion from activities and further disciplinary action consistent with the student discipline policy.

SECTION FOUR ELEMENTARY SCHOOL POLICIES (K-4)

TEXTBOOKS GRADES K-4

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 are released. Once replaced, damaged books will become the property of the family.

EXCESSIVE ABSENCES (K-4)

Students exceeding 15 days or more in absences may be considered for retention (grades K-4).

ARRIVAL TO SCHOOL (GRADES K-4)

Parents are expected to bring students to school on time (8:00 am) ready to learn. Doors to Lower School classrooms open at 7:50 to receive students. All students who arrive late to school are required to sign in at the second floor reception desk before going to class.

LUNCH

Grades K-4 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.

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 free 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.

ACADEMIC PROBATION (Grades 3-4)

In order to support academic success, students in grades 3-4 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).

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 lower school students are to be left unsupervised at school.

Students in grades Preschool – Grade 4 will be referred to the After Care Program when parents arrive after 3:18 PM for pick-up. Students in grades Preschool – Grade 4 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 taken by the Administration to After Care where After Care fees will apply. Administration will then call parents to let them know where their child has been taken.

Fee structure is as follows:

Grades K-4 = \$7.00 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. Before care begins at 7:15 in a designated preschool classroom for early learning students. All charges will be added to a family's account. Lower school students attending before care will go to the cafeteria beginning at 7:30 am

CHAPEL/WORSHIP

Chapel is held each Wednesday at 850-930 am. Parents and families are welcome to join chapel to praise the Lord with us and hear a message from His word.

FIELD TRIPS

Classes may go on field trips. Parents will be asked to sign permission forms and may be asked to drive other students to the destination.

HOMEWORK

Students in lower school will be assigned homework. The purposes of homework are to:

- Connect school and home
- Build foundational concepts by rehearsing (I.e. math facts)
- Reinforce learning and help to develop initiative, responsibility, and intrinsic motivation for learning

We depend on parents to partner with us in the learning of skills, concepts, and work ethic through homework.

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

- Kindergarten, 1st, and 2nd Grade - 20 minutes
- 3rd Grade- 30 minutes
- 4th Grade- 40 minutes

SUPPLIES (SCHOOL SUPPLIES)

Each student will need some required school supplies. The list can be downloaded from 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.

CLASSROOM PROCEDURES

Each teacher has their own expectations for how his/her classroom should operate. But overall, classrooms should be neat and orderly. Students should demonstrate growth in obedience, discernment, and self-control.

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.

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.

FAMILY VACATION AND MAKE-UP WORK

HCA recognizes that family vacations are a great time for building and maintaining connections with family. We also recognize that student absences create situations where learning is lost. Because HCA strives for excellence in education, there are many times where the learning comes in the form of a

discussion, a craft, a skit, or a project. Teachers cannot provide this learning for students who are going on vacation for any number of days over 2 missed days.

LIBRARY

Classes visit the library once a week to continue their love of reading, or they may involve in a research project. Students are expected to behave with excellence in the library. Any student who cannot control him or herself will not be allowed to join his or her class during library time.

LUNCH AND RECESS

ADULT VISITORS

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.

PARENT-TEACHER CONFERENCES

Parent/Teacher communication is encouraged at all times; however, a formalized conference will be scheduled for each child at least once per year.

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

Parents of students who have different household's 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.

COMMUNICATION

Communication between parents and teachers is vital to the effectiveness of our school program. Lower School teachers can be reached by email or Dojo. Teachers should not give out personal phone numbers. Emails and Dojo messages will be answered within 24 hours.

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. In addition, parents may receive Progress Reports if there are issues that need discussion prior to the end of the marking 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.

GRADING SCALE

STANDARDIZED TESTING

The taking of standardized tests is a skill built during the Lower School years. While we recognize that testing is not all of a child's ability, we want to prepare them for the world of testing. In addition, we use the data gained for testing as one way to hold ourselves accountable for student academic growth. Testing deemed necessary by the Administration will be required, as follows:

Grades 2-4- MAP (Measures of Academic Progress)

Grades 1-4 - Iowa Information on these tests will be given to all students at the appropriate times

HOURS (SCHOOL HOURS)

School hours are as follows:

Grades K-4: 8:00 AM until 3:00 PM

LOWER SCHOOL ATTENDANCE

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, 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 15 days or more in absences may not be eligible for credit (grades 5-12). Students exceeding 15 days or more in absences may be considered for retention (grades K-4).

FAMILY VACATION AND MAKE-UP WORK

HCA recognizes that family vacations are a great time for building and maintaining connections with family. We also recognize that student absences create situations where learning is lost. Because HCA strives for excellence in education, there are many times where the learning comes in the form of a discussion, a craft, a skit, or a project. Teachers cannot provide this learning for students who are going on vacation for any number of days over 2 missed days. Work will be provided when the child returns.

ABSENCES, EARLY DISMISSAL, AND TARDINESS

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 ready to learn. Learning begins at 8:00 am. All students who arrive late to school are required to sign in at the second floor reception desk before going to class.

TARDINESS IN LOWER SCHOOL

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; PLEASE consider non-food items like small toys in goody bags to celebrate.
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; also consider sensitivities to gluten, dairy, and the many negative effects of sugar.

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. Invitations can be handed out at school if all students of the same gender are invited (i.e. all girls in the class).

We encourage parents to decorate their child's locker in celebration of his or her birthday! We ask that you decorate lockers before or after school hours (8am-3pm) to reduce classroom distraction.

DROP OFF & PICK UP

K – Grade 1 will be dropped off via the main parking garage in the morning. The East side of the parking garage is for parents who want to park and walk in. The West side of the parking garage is for parents who want to drop off their child at the Gold Door.

Grade 2-4 will be dropped off outside the school building at the East Lobby entrance. Students will walk to the cafeteria (before 7:50 AM) or to their classroom (after 7:50 AM). If a parent of a child Grades 2-4 wants to walk their child into the building, the parking that is available for parents and guests in the morning is the West Lot.

Pick up procedures for students in Grades K-4 is in the main parking garage. The East side of the parking garage is for parents who want to park and walk in. The West side of the parking garage is for parents who want to pick up their child at the Gold Door (K and Grade 1) or the Red Door (Grades 2-4).

LOWER SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE

CLASSROOM DISCIPLINE (GRADES K-4)

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 Dojo, phone call, or e-mail
- Other immediate actions that help deter the behavior (move the student to another location, stay after class, etc.)
- Involve the principal in extreme cases or cases where a harmful pattern is present

STUDENT CODE OF CONDUCT

Students will exhibit the highest regard for their teacher and classmates. Students will follow the ROAR (Relational, Obedient, Accountable, Responsible) Model with all of their interactions.

MISCONDUCT

Please refer to this chart for disciplinary procedures.

BEHAVIOR DIVISION OF RESPONSIBILITY 2023-24

| TEACHER MANAGED | ADMINISTRATION SUPPORT |
|--|---|
| Inappropriate language <ul style="list-style-type: none"> Unkind words Put downs Minor teasing | Inappropriate language <ul style="list-style-type: none"> Cursing Vulgar/obscene language Racial slurs Threats (verbal or written) |
| Dishonesty <ul style="list-style-type: none"> Cheating Lying | Dishonesty <ul style="list-style-type: none"> Pattern of dishonesty 3X with documentation/dates |
| Minor Disruption <ul style="list-style-type: none"> Low intensity disruptive behaviors such as making sounds, out of line, tossing objects (but not purposefully at someone) Dress Code | Major Disruption <ul style="list-style-type: none"> Repeated minor disruptions (pattern 3x) that result in approximately 15 minutes of lost learning time for class Yelling Throwing objects at others Kicking/knocking over desks Call home for dress code |
| Minor Aggression <ul style="list-style-type: none"> Not keeping hands, feet, objects to self Rough play/roughhousing Pushing past someone | Major Aggression <ul style="list-style-type: none"> Kicking student Intentionally slapping or punching Shoving Biting/Scratching Spitting Pattern (3x) of minor aggression |
| Misuse of Property <ul style="list-style-type: none"> Writing on desk with pencil Breaking pencil(s) Tearing books | Destruction of Property <ul style="list-style-type: none"> Bathroom destruction (scratching surfaces, flooding) Intentional breakage of furniture |
| Inappropriate Use of Technology <ul style="list-style-type: none"> Use without permission Unapproved activity | Inappropriate Use of Technology <ul style="list-style-type: none"> Inappropriate sites Inappropriate IM Inappropriate language use |

DISCIPLINARY MEASURES

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.

PROBATION

Students will be placed on disciplinary probation when:

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

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.

Any gross misconduct that is a violation of Illinois state law may lead to expulsion.

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.

SECTION FIVE EARLY LEARNING POLICIES

PURPOSE STATEMENT

The vision of Harvest Christian Academy Preschool is to provide a Christian environment designed to nurture, instruct and partner with parents to establish a strong foundation for a child's spiritual, educational, emotional, social and physical development. The Preschool operates as the foundation of the Lower School program with the goals and objectives being complimentary to providing seamless continuity into the Lower School Program.

AIMS

The HCA Preschool program is committed to helping each child grow and develop in the following areas.

- **SPIRITUALLY** – God's word is interfaced into daily activities led by staff members that model Christ-like character.
- **SOCIALLY** –We consistently encourage positive interaction with adults and peers, emphasizing key characteristics such as respect, compassion and Christian love.
- **EMOTIONALLY**– Students participate and cooperate in activities that help them build a sense of security in God's design of who they are, their abilities and God's provision for their care and security.
- **PHYSICALLY** – Our program recognizes the importance of children developing an appreciation of their bodies, increasing small muscle coordination and strengthening motor skills.

- **ACADEMICALLY**– Our curriculum encompasses key educational concepts that are developmentally appropriate. They serve as a strong foundation and springboard for Kindergarten and beyond. Our desire is to instill a love for learning by engaging in a sensory rich preschool experience.

GOALS

Early childhood is a critical time in the development of a child's perception of self, others, the world and God. The goal of our play-based curriculum is to stimulate every aspect of the developing child's growth, while maintaining a strong emphasis of Christian principles and values. As such, HCA has set the following core goals for the preschool program:

- To teach foundational Christian principles in an age-appropriate manner.
- To provide staff and volunteers who consistently model God's love in their conduct.
- To offer an inviting and engaging environment that encourages learning.
- To provide sensory rich activities that promote skill development and achievement of benchmark developmental areas for the preschool years.
- To stimulate and encourage individualized growth of each child's spiritual, educational, emotional, social and physical development.

PHILOSOPHY

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

IMMERSION IN GOD'S WORD

Believing that the Bible is the final authority on all matters of life and learning, HCA is committed to a daily curriculum that consists of Bible stories, scripture memory through song and God's instruction through His word. This is accomplished by interfacing the above into our activities inside and outside of the classroom. Our staff capitalizes on teachable moments that help a young child understand God's love for them and what is expected from us as His children.

The goal of our Bible instruction is to be accurate, fun, easily understood and age appropriate. Christian education encompasses the commitment to both the person of Jesus Christ and the authority of the Bible as having a profound effect on all knowledge and academic disciplines.

FIVE PILLARS

Since Harvest was founded in 1988 we have rested on five 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.

COMMUNICATION

The primary mode of communication in Early Learning is an app called Class Dojo. The classroom teacher will invite the parent to be a part of the classroom on the app. Other forms of communication include, face to face meetings, email, phone calls or other preferred methods of communication that will be given by the classroom teacher and paraeducator. We encourage open communication as you partner together with the classroom teacher. You can contact Vanessa, the Early Learning admin. directly at: #3522.

SCHOOL SUPPLIES

The school supply list is made available to the family by the classroom teacher and is also posted annually on the Harvest website under the Essentials tab. If any other supplies are needed, the teacher will communicate with the families directly.

LUNCH

Full day early learning students have a couple choices for lunch. They can bring lunch from home in a lunchbox, or you may purchase a school lunch. 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. Please keep in mind that HCA is peanut free, this includes our early learning program.

SCHOOL BAGS

Each child should bring a regular sized backpack to school each day. Papers, artwork, and other items will come and go on a daily basis.

AFTER CARE PROGRAMS

For early learning students' aftercare is held in a room in the preschool wing until 4:00 PM. After 4:00 PM the students join the K-4 student aftercare location.

Fee structure is listed on the current tuition schedule. Visit the [HCA Essentials](#) page for the most recent fees.

****After care closes at 6:00 PM daily****

BEFORE CARE PROGRAM

Before care for early learning students begins at 7:15. The daily charge for before care is \$5.00. Currently, before care is located in Miss McCormick's classroom, room S282 All charges will be added to a family's account. Miss McCormick or a designee will deliver the students to their classroom for the start of class.

PARENT VISITS

There are many opportunities for parents to participate in the classroom throughout the school year. Those opportunities will be communicated through the school year. Any other parent visit should be arranged with the child's teacher in advance.

PRESCHOOL CURRICULUM

The preschool curriculum is comprehensive and covers all pre-academic areas to best prepare our little lions for their Kindergarten school year at HCA. Our curriculum is research based and aligns with state standards. In the early learning years, we focus on the growth of the whole child; spiritually, physically, emotionally and academically. We believe that early childhood provides the strong foundation

necessary to be successful lifelong learners.

PRESCHOOL ATTENDANCE & SCHEDULE

The daily schedule is provided to the family by the classroom teacher at the beginning of the school year. The schedule is routine and predictable for the child. This fosters safety and allows the child to grow with independence in the classroom. It is vital that the child be in class for the beginning of the school day on time, to acclimate to the classroom and join in learning. Students who are consistently late to school can have a hard time transitioning into the learning of the day and it can be disruptive to the class as a whole. If there is a pattern of late arrival, the teacher and/or director may need to have a conversation.

BIRTHDAY POLICY

We love to recognize birthdays in preschool. However, due to the high incidence of food allergies in the population and the fact that high sugar treats are not conducive to productivity and tranquility in the classroom, HCA does not allow for a treat in school. Parents may bring non-edible treats for classmates or send in a store purchased, individually wrapped food item that can be sent home for consumption. Many teachers enjoy celebrating the child's birthday by making a birthday crown, allowing a special birthday show and tell or creating a birthday banner. You can organize directly with your child's teacher when it's their special day.

CALENDAR

The calendar and list of important events can be found on the Harvest website. The classroom teacher will also regularly communicate through Class Dojo to notify families of upcoming events, participation opportunities and various celebration days.

DAILY SCHEDULE

A typical day of activities includes but is not limited to:

- Our Music and Movement program with a dedicated teacher and curriculum – is a unique distinctive of our program and a much loved segment for each day that the student attends school. Music and Movement class includes gross motor muscle activities paired to music. These activities encourage strengthening of the large muscles, coordination and brain development.
- Technology which includes the strategic use of iPads in teacher-led centers.
- Library story time and opportunities to explore books of personal interest.
- Investigating math and science through experiential activities inside and outside the classroom.
- Daily outdoor play – weather permitting.
- Scripture memorization and study of Bible stories in an age-appropriate context.
- Large and small group activities utilizing the award-winning, research based, Handwriting Without Tears curriculum.
- Theme-related units of study and learning centers which include the Preschool basics of blocks, housekeeping area, art center and dramatic play.

The classroom teacher will provide you with their detailed daily schedule at the beginning of the school year. This will also be covered at our annual Parent Night.

DISCIPLINE

HCA believes a child needs to have clear limits set for them by adults. Our approach is based on Biblical

principles and developmentally appropriate techniques. The following methods are used by HCA Preschool staff to guide children:

- Redirection of Behavior: the teacher changes the play situation before the child loses control.
- Verbal Methods: Making sure the child makes good choices and understands the reason to make good choices.
- Guided Behavior: (One-on-one guidance with the teacher) This would include taking a child by the hand, sitting next to him/her and modeling acceptable behavior. This method is adapted according to the child's age and needs.
- A short removal from the group or situation to give the child time to calm down, breathe and get control of his behavior.
- A staff member praying with the child to ask for God's help in the situation.

If unable to redirect a child's behavior with the preceding methods and it is determined that the child's behavior is disruptive to the learning in the classroom; a short removal from the group or situation will give the child time to calm down and get control of his behavior.

If unable to redirect a child's behavior with the preceding methods and it is determined that the child's behavior:

- Prevents the child from receiving the education intended,
- Is harmful to other children or the teacher, and/or
- Becomes a disruption to the learning environment, then

The Preschool Director, classroom teacher and parents will meet to determine a plan of action to correct the child's behavior. In extreme situations it may be necessary to temporarily or permanently remove the child from the school.

The following methods will not be used to discipline a child:

- Physical punishment of any kind
- Deprivation of meals, drinks and bathroom visits
- Isolation
- Humiliation or scolding

PRESCHOOL INCONSOLABLE CHILD – TANTRUM PROTOCOL

For a child who is extremely upset, crying loud, screaming, kicking, flailing, inconsolable or demonstrating a refusal that does not allow for continued regular classroom participation, the following is the protocol we will be using:

1. The teacher will contact the preschool office and either another early childhood staff member or Preschool Director who will come to the location the child is at and will continue to try to calm the child while the teacher resumes the normal routine of the class. If the child will not respond and continues the disobedient behavior, refuses to listen to directions and is unwilling or unable to be redirected, the teacher will remove the child from the room and the parent will be called. We will request that the parent come to the school immediately and take their child home.
2. The teacher will document this occurrence and the parents will be emailed with an outline of the incident. The Preschool Director will follow up with a phone call to parents regarding the

incident.

3. Any additional incidents after the first occurrence will result in the staff member following the protocol outlined above and the parents will be required to have a meeting with the Preschool Director.

The Preschool Director, classroom teacher and parents may meet at any time to determine a plan of action to correct the child's behavior. In extreme situations it may be necessary to temporarily or permanently remove the child from the school.

METHODS NOT USED TO DISCIPLINE A CHILD

- Physical punishment of any kind
- Deprivation of meals, drinks and bathroom visits
- Isolation
- Humiliation or scolding

PRESCHOOL INCONSOLABLE CHILD – TANTRUM PROTOCOL

For a child who is extremely upset, crying loud, screaming, kicking, flailing, inconsolable or demonstrating a refusal that does not allow for continued regular classroom participation, the following is the protocol we will be using:

1. The teacher will contact the preschool office and either another early childhood staff member or Preschool Director who will come to the location the child is at and will continue to try to calm the child while the teacher resumes the normal routine of the class. If the child will not respond and continues the disobedient behavior, refuses to listen to directions and is unwilling or unable to be redirected, the teacher will remove the child from the room and the parent will be called. We will request that the parent come to the school immediately and take their child home.
2. The teacher will document this occurrence and the parents will be emailed with an outline of the incident. The Preschool Director will follow up with a phone call to parents regarding the incident.
3. Any additional incidents after the first occurrence will result in the staff member following the protocol outlined above and the parents will be required to have a meeting with the Preschool Director. The Preschool Director will follow up with an email to parents outlining the agreed plan of action.
4. Our intention is to partner with parents and work to encourage the child to stay calm, use their words and communicate their needs or frustration to the staff, rather than acting out in a tantrum. Safety is our number one priority and this will help us in our aim to keep all students and staff members safe.

DROP OFF & PICK UP

Early Learning families are to drop their child off to the classroom when the doors are opened daily at 7:50 AM. In person drop off is for the safety of the student. Pick up for half day students is done through the garage. The teacher will give you your specific door pick up information at the beginning of the school year. For full day students, pick up is done in person, inside the classroom. Children will only be released to parents/guardians or those who are authorized through Infinite Campus. Authorized persons must be at least 18 years of age. Any authorized adult who is not known by the staff will be required to

show a picture ID at time of pick up. It is imperative that parents list all potential individuals who will be picking up their child. Student siblings are welcome to wait for parents with the student in the early learning classroom. There are no exceptions.

SNACK

Nutritious snacks are provided each day; one in the AM and one in the PM (for full day). Snacks are prepared without nuts or nut oils. Parents with children that have other special dietary restrictions are encouraged to inform the classroom teacher for any accommodations. A schedule for snack will be made available each week to families.