

# Harvest Time Christian Academy Student Handbook

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## **Welcome to Harvest Time Christian Academy**

Welcome to Harvest Time Christian Academy. You have enrolled in a school that will provide a quality Christian education. We are excited that you have decided to become a part of HTCA and look forward to a great year. We pray for God's anointing and blessing upon you as we embark on a successful school year.

The policies and procedures in this handbook are the product of concentrated prayer and input from parents, students, and staff members. This book is designed to serve students and parents by establishing the guidelines and parameters for expected attitude and behavior.

**Please read it together with your student and ensure that he/she understands it and that together as a family you agree with it and will work diligently to adhere to it.**

Please note that exceptions are made on an individual, as needed, basis and does not constitute a policy for all.

This school is a part of the vision of the ministry of Harvest Time Church. The Administrators, Pastor Matt and Sis.Tori Gregory, are ultimately responsible for the school as the Senior Pastors of Harvest Time Church. The Pastor has the final authority of HTCA.

Harvest Time Church and HTCA enroll students regardless of race and color, as long as they are in agreement with the school's philosophy and objectives, and can meet the entrance requirements and then maintain established levels of spiritual and academic growth. HTCA does not have the necessary facilities to accommodate some disabilities; therefore, we are not able to provide a proper learning environment for some disabled or special needs students.

Students are accepted on a probationary period of *nine weeks* and shall be placed initially at the discretion of the principal/teacher pending our observation and assessment.

Harvest Time Church and HTCA believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes.

## **HTCA at a Glance**

Children from Pre-Kindergarten through seventh grade receive a superior education from qualified, spiritually minded Christian teachers and administrators at HTCA.

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A distinctively Christian philosophy of knowledge and learning combines with serious academics and **home reinforcement** to produce young people that are responsible and full of Godly character. Proven learning techniques are combined with traditional values and content. Comfortable Learning Centers provide an atmosphere for maximum learning. For students who are in 1<sup>st</sup> grade and above in conventional schools, the **ACE Christian Education** program is individualized and **children are placed in levels of learning, not grade levels**. It is designed to allow each student to work at his own level of achievement, which may vary from subject to subject.

The core curriculum package is intended to provide a quick start for beginning students; however, it can do much more than that. The **Accelerated Christian Education** curriculum enables the student to progress through high school, adequately preparing him/her for college or for performance in the working world.

## Core Curriculum

The term "core" is used to distinguish the foundational courses from the enhancement courses in the **Accelerated Christian Education's** expanded curriculum. The core curriculum provides the student with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

It includes basic academic disciplines that provide for a student's essential educational needs in Math, English, Literature, Social Studies, Science and Word Building. Each curriculum course level consists of 12 PACEs. Normally a student will complete a minimum of 70 PACEs in one academic year; however, this will vary according to the student's ability. Careful attention is given by the supervisor to see that each student maintains an academic balance.

## Mission Statement

It is the mission of Harvest Time Christian Academy to help each student become as much like Jesus Christ as possible. This means that each student will be trained spiritually, academically, and physically in an excellent manner. It is also the mission of HTCA to create Christian leaders who will help carry out the "Great Commission" (Matthew 23:18-20).

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## **Purpose**

Harvest Time Christian Academy is one of the ministries of Harvest Time Church and is an extension of the Christian home. Our purpose is to train young people in a Christian environment, emphasize matters of eternal value, educate and train the whole student physically, socially, intellectually, and spiritually. The school staff is dedicated to partnering closely with parents in the training and development of the whole child.

Attendance at Harvest Time Christian Academy should be considered a privilege and not merely a right. Our goal is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. **The church, as does the school, stands without apology for the highest standards of morality, honesty, modesty, and genuine Christian character.**

Guidelines for personal habits and definite dress codes are provided to help each student become the fit vessel the Lord requires. The principle of self discipline is the basis of our disciplinary structure. In addition to self discipline, a young person must have Biblical wisdom, knowledge, and understanding to serve the Lord Jesus Christ. The Bible is not used as a substitute for any academic subject, but is integrated into the total educational program. Harvest Time Christian Academy desires to send out into the world young people who will be *lights* in an age of spiritual darkness. It is our desire to see each of our students become a humble, faithful, teachable, separated (holy), and committed servant of the Lord in a fundamental, Bible-believing, soul-winning local church.

Harvest Time Christian Academy believes the Bible to be the authoritative Word of God and the core foundation of all our programs. Both curricular and extra-curricular programs are based on the principles set forth in God's Word.

The administration, faculty, and staff must be born-again, Bible-believing, Spirit-filled Christians.

**It is also the school's desire to be a reinforcement of the Christian home.** Students are taught what the proper respect and relationship between mother, father, child, husband, or wife and God should be (Proverbs 28:7, 22:6, 29:15; Ephesians 6:4; Deuteronomy 6:7, 31:13; I Timothy 3:4; Matthew 19:14). The home, like the church, is one of the institutions God has ordained to carry out His plan for a Christian's life. Harvest Time Christian Academy does not attempt to replace the Christian home, but strives to strengthen the home according to God's Word.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes.

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## Statement of Faith

These are nonnegotiable tenets of faith that Harvest Time Church adheres to. This list is derived from the official Statement of fundamental Truths.

1. WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind.
2. WE BELIEVE...**There is only One True God**-revealed in three person...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...**In the Deity of the Lord Jesus Christ.** As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, **Man willingly Fell to Sin**-ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...**Every Person Can have Restored Fellowship With God Through 'Salvation'** (accepting Christ's offer of forgiveness for sin). [1 of 4 cardinal doctrines of the A/G]
6. WE BELIEVE...and practice two ordinances (1) **Water Baptism by Immersion** after repenting of one's sins receiving Christ's gift of salvation, and (2) **Holy Communion** (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation. [1 of 4 cardinal doctrines of the A/G]
7. WE BELIEVE...**the Baptism in the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times. [1 of 4 cardinal doctrines of the A/G]
8. WE BELIEVE...**The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,'** as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like.
10. WE BELIEVE...**the Church has a Mission** to seek and save all who are lost in sin. We believe 'the church' is the body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His Son Jesus Christ.
11. WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church.** The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers-the Church.
12. WE BELIEVE...**Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). [1 of 4 cardinal doctrines of the A/G]
13. WE BELIEVE...in The **Blessed Hope – When Jesus Raptures His Church Prior to His Return to Earth** (the second coming). At this future moment in time all believers

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who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the A/G]

14. WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.

15. WE BELIEVE...**A Final Judgment will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.

16. WE BELIEVE...a look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following his millennial reign on Earth. 'And so shall we forever be with the Lord!'

## Standard of Conduct

Students of the school are expected to refrain from engaging in or talking about: cheating, swearing, ungodly music, ungodly television programs or movies, and any use of narcotics, alcohol or tobacco. Students who participate in/or talk about such activities are subject to correction. Once again, discussion of ungodly television programs, music, or movies while at school is prohibited.

Harvest Time Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness.

**Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with the administration. This is not considered tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing", "...to him that knoweth to do good and doeth it not, to him it is sin" James 4:17.**

## HTCA Code of Conduct

As a Christian, I will behave as much like Jesus Christ as possible. The fruit of the Spirit will be evident in my life in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faithfulness, meekness, temperance: against such there is no law."

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## Classroom/Building Code of Conduct:

\_\_\_\_\_ I will do my best to obey those that have the authority over me, for this is right in the sight of God.

\_\_\_\_\_ I will, at all times, follow the Classroom Code of Conduct:

- Show proper respect to faculty and students (Romans 13:7).
- Speak only WHOLESOME words (Ephesians 4:29).
- Obey those in authority (Ephesians 6:1,5; Romans 13:1).
- Wait to be acknowledged by the supervisor by raising my flag or hand in an appropriate setting (1 Corinthians 14:40).
- Keep the classroom clean (1 Corinthians 14:40).
- Behave in ways that will not disrupt other (John 13:35).
- Be responsible (Matthew 25:21).

\_\_\_\_\_ I will not chew gum during school hours

\_\_\_\_\_ I will remain in HTCA dress code until I am off campus, unless involved in and HTCA sponsored activity that requires a dress change.

\_\_\_\_\_ I will not run in the halls, engage in horseplay, or make loud noises in the school building, or while riding school vehicles.

\_\_\_\_\_ I will be punctual to all assemblies, chapels, and classes..

\_\_\_\_\_ I will not bring (on person, in locker, or vehicle) matches, lighters, fireworks, explosives, weapons, tobacco, alcohol, illegal drugs, laser pointers, silly string, or other articles of this nature that can damage property.

\_\_\_\_\_ I will not bring radios, CD players, mp3 players / iPods, electronic games, or toys on campus unless authorized for a class project by the supervisor or administrator.

\_\_\_\_\_ I will not attempt to sell or distribute any object or substance that has not been authorized for sale or distribution by the administrator.

\_\_\_\_\_ I will not steal any object from the school, a classroom, from supervisors, or other students. I will not borrow items without permission, because I understand this is a form of stealing.

\_\_\_\_\_ Cellular phones are to remain off and placed in care of their teacher during school hours.

\_\_\_\_\_ I will not use unwholesome speech.

## General Life Code of Conduct (on and off school campus)

\_\_\_\_\_ I will not use, write, distribute, or possess profane, indecent, or obscene language, literature, writing, or pictures while I am a student at HTCA.

\_\_\_\_\_ I will not use cigarettes, alcohol, or illegal drugs or other life controlling habits that are not conducive to a righteous life style.

\_\_\_\_\_ **I will not fight verbally or physically** or speak words that are not uplifting or wholesome to parents, other students, or authority figures.



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\_\_\_\_\_I will not engage in any form of dancing with the opposite gender while enrolled as a student at HTCA.

\_\_\_\_\_I will reflect the high standards of Christian morals and principles. To alleviate distractions from living these morals, I will refrain from any type of relationship with the opposite gender of any fellow students other than a godly brother/sister friendship during my tenure at HTCA. Any type of public displays of affection (such as kissing, holding hands, embracing, etc.) on or off the school campus is unacceptable. Juniors & Seniors may date fellow students with the approval of parents of both individuals & the approval of HTCA Administration. Both of the students of the relationship inside HTCA will be held accountable to their parents as well as HTCA staff and will refrain from any type of public displays of affection as mentioned above. No relationships involving 10th grade & under students will be permitted within the school.

**(HTCA Administration reserves the right to modify these rules at any time)**

\_\_\_\_\_I will refrain from scoffing, scorning, or disrespectful remarks or behavior.

\_\_\_\_\_I will not be involved in witchcraft, the occult, or astrology. I will not play computer and video games, watch television programs or movies, listen to music or read literature that fosters these philosophies.

\_\_\_\_\_I will not subscribe to computer sites where sexual immorality as well as excessive use of profane language is prevalent. Students are encouraged to guard their minds and hearts according to the Bible; therefore, participation in all of the above mentioned activities should be wholesome and support a love for God, the country, and the family.

\_\_\_\_\_I will not have tattoos on my body. Students who have already tattooed their body or have engaged in other body piercings will need to report this prior to being accepted into the school. Body rings will need to be removed and tattoos will need to be covered should the student be accepted.

\_\_\_\_\_I will live a life of character and integrity in all areas of my life including school, home, and places of employment.

\_\_\_\_\_I will represent Jesus and His Word and Harvest Time Christian Academy in excellence at all times, understanding that wherever I go I represent them both.

\_\_\_\_\_I will not participate in any alternative lifestyles.

\_\_\_\_\_I will live a life of purity that is honorable unto God and I understand that I may be dismissed from school if I choose to live a lifestyle that is not honorable before God.

## **Sports Policy**

HTCA athletics provides an opportunity for students to develop Christian characteristics by practicing self-control, self-discipline, teamwork, & sportsmanship.

All students will be required to maintain Christian character both on and off the court.

## **Athlete Standard of Conduct**

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- Obey coaches and listen to instruction
- Never argue with officials
- No fighting with other teammates
- Always maintain a Christ like attitude

## **Parent Standard of Conduct**

- Let the coach do his job. We have complete trust in our coaches. Please no side coaching or undermining their authority
- No yelling or complaining to the officials
- No fighting or arguing with fans of the opposing team

## **Head Lice Policy**

If head lice is detected in a student, the student may remain at school for the rest of the school day. A letter from administration will be sent home with the child at the end of the day. Students may return to school after HTCA Administration office has been given proof of treatment by the parent. A lice treatment box and receipt will need to be provided.

## **Residence of Students**

All HTCA students must live with a parent, legal guardian, or parent designee throughout their enrollment at HTCA. According to the BIBLE, we believe "couples" should not live together if they are not married. Therefore all HTCA family homes must be either (1) married (husband & wife) or (2) single parent homes.

## **Church Attendance of Students**

Students and parents are expected to be regularly attending members of a Bible-believing, Bible-practicing church. A Pastor's reference letter must accompany the new student's application for enrollment.

## **Harvest Time Church Member benefits:**

Harvest Time Church family members receive a reduced tuition rate. To receive the reduced are you are expected to:

1. Attend regularly scheduled services. (*Hebrews 10:25*) unless sick, working, or out of town.
2. Support the church faithfully and consistently with your tithes and offerings. (*I Corinthians 16:1,2*)

If the above criteria are not met, non-Harvest Time Church tuition will be charged.

## **Admissions Procedure**

1. Parents visit school.
2. Parents and student(s) read this handbook thoroughly.
3. Parents or student(s) secure a Pastor's reference letter.
4. Application is submitted accompanied by an enrollment fee.
5. Interview with Administration will be set up for parents and student.
6. All new students will be notified of a nine week probationary acceptance.
7. Returning students may be accepted on a probationary basis if deemed necessary.
8. The following items are to be submitted to the school office:
  - a. Copy of Birth certificate
  - b. Standard of Conduct Form (signed by student and parent(s)).
  - c. Record Release Form (enables us to request former school records)
  - d. Other forms as requested by the office.
9. All students must have current immunizations.
10. New Parent Orientation is attended by parents or parent with custodial care of new student.
11. Parent Orientation is attended by parents or parent with custodial care of returning students.

**All of the criteria mentioned above must be met before enrollment can be completed.**

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## Tuition & Fees

See Current year fee schedule.

**Late Fees-** If Tuition is not paid by the end of the school day on the 5<sup>th</sup> of each month, it is then considered "Late". A \$25 late fee will be applied to next month's invoice, unless previous arrangements have been made and approved by the school office.

**Oops Slips-** will be given to students who score lower than and 80% on any PACE Test. The fee to retake a PACE is \$7.00 per PACE.

**Field Trips/Special Activities-** Students are responsible for any fees charged for admission, lunch, and some of the other costs on field trips and special activities.

**Lunches** – See current year information guidelines on Page 26

## Student Withdrawal Policy

The school has the right to ask any student to withdraw for any reason. If a student is asked to withdraw, any tuition paid for days the student is not in attendance will be refunded. Registration fees, vision and screening fees, book fees, lunch fees, and other fees paid for services or supplies **will not** be refunded. This provision is separate and apart from suspension or expulsion indicated under the discipline policy.

A parent may also withdraw a student for any reason. Tuition paid in advance for months the student will not attend will be refunded. Registration fees, vision and screening fees, book fees, lunch fees, athletic fees, and other fees paid for services or supplies **will not** be refunded.

All school books, material, equipment, and other school-owned property, as well as tuition must be finalized and turned in before a withdrawal can be completed. All obligations, including financial, must be cleared before the final withdrawal. All records will be held until an official withdrawal takes place.

## Medicine

No staff member will be allowed to administer any medicines, tranquilizers, aspirin, or pain pills to any student for headaches, fever, or other ailments without parent authorization. All prescription medicines must be kept and administered by the staff.

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Permission to use cough drops or throat lozenges may be given as necessary by the student's supervisor.

## Attendance

Harvest Time Christian Academy strongly stresses the importance of **punctuality** upon arrival, departure, and consistency in attendance. Parents have the responsibility of seeing that their student is on time.

### Hours are from 8:30 AM– 3:30 PM

Students should not be brought to school before 7:30 a.m. They should be picked up promptly when school is out unless other arrangements have been made with school staff. If your child is not picked up by 3:45 PM a \$25 fee will be billed on the next month's invoice.

## Tardiness

A student is considered tardy if he is not present for opening assembly and ready for school at 8:00 a.m. Students arriving late will receive a tardy slip upon arrival which should be turned in to their supervisor. **After Three (3) tardies the parent will be notified and a detention will be served.**

## Absences

An absence is considered excused for the following circumstances:

- Death of a family member or legal guardian (proper paperwork should be submitted).
- Inclement weather that could threaten the child's safety.
- Pre-approved by administration.
- Family activities will be excused when a one-week notice is given (not to exceed 1 week).
- Religious Holidays approved by Administration.
- Illness with a note from the doctor.

The above mentioned documentation should be submitted by email, fax, or in writing upon student's return to school. The parent should call the school office the day the student will be absent to inform the Supervisor.

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In both excused and unexcused absences, **the work must be made up.** Goals will be increased until the student is back on target. In Upper Elementary, Middle School, and High School classes make up work is the responsibility of the student.

**If a student has ten (10) unexcused absences there will be a parent conference scheduled to discuss the future enrollment of your child at Harvest Time Christian Academy.** Parents will receive information regarding tardy and absence totals by quarterly and semester updates as well as on their Progress Reports.

Please remember: When a child misses school he/she is missing learning time and projected goals are being disrupted. If student's work is not completed parents must understand that ***it is possible that the student's graduation projection may be altered.***

## **The School Day**

1. If a student leaves before 11:00 a.m., they are considered absent for that day.
2. If a student leaves between 11:00 a.m. and 3:30 p.m., they have completed a ½ day of school.
3. If a student leaves after 3:30 p.m., they are considered to have completed a full day of school.

**As a part of "Christian Character" training it is important to instill in our students the need to be punctual and dependable by requiring them to attend daily and by arriving on time.**

## **Lost and Found**

The school is not responsible for personal property left in the building or on the premises. All clothing and personal items should be well marked with the student's name. The school office will have a lost and found area. Please check with the school office for any missing items. All clothing and personal items not claimed at the end of each quarter will be discarded.

## **Fire and Tornado Drills**

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During the school year, fire drills and tornado drills will be scheduled. Students are required to walk in a line and refrain from talking, pushing, or running. Each supervisor will be with his/her group.

## Homework

The responsibility for scholastic achievement is placed on the student.

K4 – Kindergarten grade students will normally have some homework due to the A Beka learning program. The goal for Elementary school students is that they should not need to take academic work home. (Middle School and High School students may do so based on graduation projection and other variables). The goals set each day by the student and reviewed by the supervisor should not be more than the student is capable of completing during the normal academic day. Students not completing their goals for the day will be required, at the discretion of the supervisor, to complete the work at home. Should the student have homework, a homework slip will be issued to be signed by the parent upon examination of the **homework (whether completed or not)**.

**Limit:** A student may not take homework (for incomplete goals) in more than three subjects. "Extra" homework may be done in any number of subjects. For elementary students, if "extra" homework is requested by the student, some work (1-2 pages) must be done in that PACE. Students arriving late or leaving early will be required to complete regular goals unless the teacher/supervisor gives other directives.

## Parent Involvement

The Bible clearly teaches that parents are ultimately responsible for the training of their children (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:1-4, and Hebrews 12:9). We will never replace a parent or intentionally imply that their word or judgment is inferior; however, we will only permit students to remain at Harvest Time Christian Academy whose parents willingly agree and support the policies of our school. Unless parents and educators cooperate, the student cannot progress to his/her full potential. In short, we will work with a child to the best of our ability as long as parents will work with us in good faith.

Good discipline originates in the home. Parents are the first teachers of their children and should develop in them good behavioral habits and proper attitudes toward school. Parents should:

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1. Recognize that the teacher represents them while the child is in school.
2. Teach the child respect for the law, authority figures, the rights of others and for private and public property.
3. Work with the school in carrying out recommendations made in the best interest of the child.
4. Talk with the child about school activities. Show an active interest in his report cards and progress. Questions to consider:
  - Do you encourage your child to be enthusiastic about his/her school work?
  - Does your child schedule sufficient time at home for study/review?
  - Is there a suitable, quiet place to study at home at a regularly scheduled time?
  - Are there pencils, pens, paper, books, dictionary, ruler, etc. available?
  - Do you have family agreements that are kept regarding the use of telephone and TV?
  - What do you suggest as a substitute activity when you are told there is no homework?
5. Consider:
  - Reading: The bible, appropriate magazines, newspapers, and books chosen for enjoyment (this can be a continuous assignment for everyone).
  - Reviewing: class notes, arithmetic processes, grammar usage, spelling
  - Research: Science or other long term projects that have been assigned
  - Adequate Rest: giving a set time for going to sleep to ensure proper rest

Assist your child in reviewing for any test to be taken the following day. Your child should be ready to test shortly after the morning Opening Exercises/Devotions.

Your interest and support at home are important to your child and greatly appreciated by his/her teacher/supervisor.

## **Parent Orientation**

Parents or parent with custodial care are required to attend the Parent Orientation at the beginning of the school year. This orientation explains the HTCA classroom procedures and A.C.E. Procedures in full detail, gives other information concerning the school year, and opportunity for parent questions/concerns to be voiced. It is also an opportunity for parents to get acquainted with other student parents. This is a mandatory meeting.



## **Parent Visits at School**

Parents should check in through the school office prior to participating in school activities with their student. The secretary will call for your child, teacher, or administrator to come to the church or school office. Please do not go into a classroom during class time unless arrangements have been made for special circumstances. A parent entering the classroom is very disruptive to the entire class. Staff parents are also expected to be very careful not to disrupt classrooms and/or the learning center.

## **Parent Lunches**

Parents may bring their students' lunch and eat with them. Please check in at the school office and wait until class has been dismissed before joining your student(s). Office staff will announce your arrival to the teacher/supervisor. Enjoy lunch with your student.

## **Parent Involvement**

Parental involvement is an essential part of making HTCA a fun and exciting place for students. In order to make memories for our students utilizing fun activities, we need the assistance of parents. Parents plan for special events and parties in each individual classroom by communicating with faculty and other parents.

## **Study Helps for Students**

God's will for your child at this period in his life is the mastery of his schools subjects. Studies form the most important part of his/her school training. Good studying begins with a Godly attitude in receiving and doing studies "as unto the Lord".

### **Here are some practical helps:**

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself to your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Commit yourself into His hands with a short prayer.
5. Concentrate on your work and refuse to entertain distracting thoughts.
6. Budget your time to cover all of your subjects.

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7. Skim over the whole assignment to get the main points, then reread for details.
8. Outline, write topic sentences, and make notes while watching assigned videos.
9. Study examples, maps charts, and footnotes.
10. Use your dictionary.
11. Do your own work. Ask for help only if you are absolutely certain that you are unable to do the work yourself.
12. Be dissatisfied with any effort that falls short of your God-given ability.

## Incentive Programs

### Application for Privileges:

Students who desire privilege status and believe they have fulfilled the responsibilities for a level of privilege their desired week of privileges.

### Level "A"

#### Responsibilities:

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no more than 20 minutes detention the preceding week.
3. Quote Monthly Bible Memory Verse.

#### Privileges:

1. Allowed to go on Field Trips

### Level "C"

#### Responsibilities:

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no more than 30 minutes detention the preceding week.
3. Quote Monthly Bible Memory Verse selection.
4. Present a special 3-5 minute **written** report on an area of interest or project. (The report qualifies for a 4-week period).

#### Privileges:

1. May have a bottled water and a small quiet snack approved by staff at office.
2. May score without permission.
3. May serve on approved projects (*i.e.* errands, office aid, and student monitor).
4. May do Checkups at home.
5. Privileges for Level "A"

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## Level "E"

### Responsibilities:

1. Maintain academic balance (2 stars in each subject the preceding 6 weeks).
2. Accumulate no detention the preceding week.
3. Quote Monthly Bible memory verse selection.
4. Have completed some type of Christian Service for faculty of the school (*i.e.* chapel, assembly, and guest tours, room clean up, community, etc.) signed by parents.
5. Give special oral nugget in class or opening ceremony concerning the monthly memory verse.

### Privileges:

1. May have a bottled water and a small quiet snack approved by staff at office.
2. May use the restroom without permission, but must "sign out".
3. May be out of seat without permission in Learning Center.
4. Privileges for Level "A" and "C".

### Merits

Merits are awarded throughout the day for various reasons, including but not limited to: good grades on test, good conduct, walking in the fruit of the spirit, excellence in character, going above and beyond what is required, or obedience.

## Awards Program

Ribbons, certificates, and other awards are presented as the highlight of the annual Graduation and Awards Ceremony held at the close of each regular school year. Students strive during the year to attain awards in the following categories: Academics and Character.

### The following is a list of awards that may be presented:

Highest PACE Average	School Spirit Award
Most PACE's Completed	Christian Character Award
Honor Roll	Perfect Attendance

## Field Trips

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Periodic field trips will be taken to enrich learning. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Learning Center students are required to quote Monthly Scripture Passage in order to participate in upcoming field trip. Students that choose not to quote Monthly Scripture Passage will not be allowed to participate in field trips and will be marked absent. Students are only excused from a field trip by a note from a parent stating they are not financially able to attend.

## **Congratulation Slips**

Every time a student receives a star for a completed PACE, he/she is given a Congratulations Slip. These slips will be sent home with the student. A copy of the star chart will be given for each student upon request. Parents may want to mark the star chart or place stickers on the chart to represent the stars. Parents have an excellent opportunity to encourage and compliment the student by effectively using this system.

## **Progress Reports / Report Cards**

The school's grading system is designed to give parents an accurate indication of the student's progress. Report Cards are sent home to the parents at the end of the quarter. A routine parent conference may be scheduled with those parents whose child/children did not make Honor Roll the previous quarter. Parent may request Parent/Teacher conferences at any time throughout the school year.

## **Disciplinary Action for 2<sup>nd</sup> through 12<sup>th</sup>**

It is the desire of the staff, faculty, and administration of Harvest Time Christian Academy to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for Jesus. The first way is to challenge them through personal contact with other believers who are serving God (Hebrews 10:25). Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's word during weekly chapel services held each Wednesday morning. (Romans 10:17).

Harvest Time Christian Academy expects full cooperation from both student and parent in educational process. If at any time the school feels that this cooperation is lacking, the

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student may be requested to transfer out. Attendance at Harvest Time Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the spirit of the law as well as to abide by the letter of the law. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence, spirit of controversy, or displays a spirit contrary to the purpose and principles for which the schools stands, he/she is subject to detention, suspension, or expulsion, which ever the administration deems necessary.

The strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

Harvest Time Christian Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

**Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline, please follow this procedure:**

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all of the information.
3. Understand that the school has reasons for every rule, that the rules are enforced without partiality or favor, and that when there is no longer need for a certain rule, that rule will cease to exist.
4. Fully support the administration, and **PLEASE** call the school office for all the facts.

The paramount rule is "Do right!" Demerits are earned for lack of responsibility, A.C.E. policy violations, and lack of character or disobedience to the code of Conduct.

Three (3) or more demerits in one day result in detention after academic hours or during lunch break the following day. Students serve detentions by sitting in detention hall quietly or writing lines. Detention may be served during break time or P.E.

ALL DEMERITS ARE REMOVED AT THE END OF EACH DAY, AND EACH MORNING THE STUDENT STARTS WITH A FRESH SLATE.

Detentions are earned as follows:

- 3 demerits = 20 minutes detention
- 4 demerits = 30 minutes detention
- 5 demerits = 45 minutes detention

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6 demerits = 60 minutes detention

When a student earns a detention, a "Detention Slip" is sent home with the student. It is to be signed by the parent and returned the following morning. If the Detention Slip is not signed and returned, it is an automatic 2 demerits the next day.

If a student "forgets" to serve his/her detention, the detention will be doubled for the next day. The detention limit for one week is two hours. If this limit is exceeded, the matter will be brought to the attention of the administration, resulting in a conference with the student and parents. The student may be placed on probation. If the administration believes that the situation has not changed within two weeks, the parents will be asked to withdraw the child from Harvest Time Christian Academy.

## **Most common infractions include but are not limited to:**

- Out of seat without permission
- Goal or goals not set
- Messy goal card
- Messy office
- Goals not ready for goal check
- Homework slip not signed
- Not working on prescribed work
- Scoring violations (1-6 demerits)
- Leaving PACEs at home
- Goal card not posted
- Not using flags
- Taking pencil to score table
- Taking red pen to desk
- Working a Checkup or Self Test without supervisor's initials
- Scoring violation
- Talking at testing table
- Unauthorized communication in Learning Center
- Detention slip not returned or not signed
- Incomplete homework (this includes Math work, Word Building words, Projects, Vocabulary, Review, Study Sheets, and all related assignments to homework pages.)
- PACEs not present for goal check. Parent will be called to bring PACEs to school. If PACEs cannot be delivered, the work for that PACE(s) will be added to another subject.
- Looking back in the PACE during Checkup or Self Test
- Out of uniform .
- More than 1 day's goals not scored, corrected, and /or rescored

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- Disturbance: at lunch or breaks, in Learning Center Office, score station, testing table, etc.), in rest rooms, hallways and/or stairs
- Throwing objects
- Sleeping in office
- Littering
- Failure to follow written or oral instructions
- Tardy to class
- Running in building (includes Learning Centers)
- Disobedience
- Writing or passing notes
- Not keeping your hands to yourself
- Gripping or complaining
- Speaking unkindly to others
- Name calling
- Note writing, passing, and/or receiving
- Lying
- Inappropriate language
- Doing a Self Test at home
- Cheating (3-6 demerits)
- Direct disobedience to staff member
- "Back talking" to a staff member
- Any act or gesture of disrespect to a staff member or another student
- In unsupervised or off limits area without permission
- Defacing school property, school materials, or other student's property
- Speeding in parking lot
- Giving another student PACE answers
- Fighting or provoking another to fight
- Lying to staff
- Stealing
- Cheating on test
- Violation of CODE OF CONDUCT
- Repeat offenses (depending on nature of infraction)

All repeated offenses are worthy of double demerits. All school rules apply at all school functions.

## **Disciplinary Action for PreK through Kindergarten 1<sup>st</sup> grade** **Most common infractions include but are not limited to:**

- Name calling
- Hitting

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- Talking (during video or work time)
- Talking or being loud in hallway
- Playing when should be working or watching video
- Out of seat without permission
- Provoking or causing other to act out
- Leaving school material or homework at home
- Homework not complete
- Disturbance (classroom, restroom, lunch, hallways)
- Littering
- Failure to follow instructions (after 1 warning)
- Not keeping hands to yourself
- Speaking unkindly to others
- \* Disrespect to staff or students
- \* Complaining
- \* Throwing objects
- \* Lying
- \* Inappropriate language
- \* Direct disobedience to staff member
- \* Back Talking
- \* Defacing school property, school material, or other student's property
- \* Fighting or provoking another to fight

*(Infractions with an asterisk (\*) before it are not considered 'minor' infractions)*

*A Color Chart System is used for daily behavioral for Pre-K – 1<sup>st</sup> Grade. A communication folder is sent home at the end of each day displaying what color students have been placed on that day.*

Punishment is to be served at Recess Time.

Punishment should be referred to as "Time Out". During "Time Out" students are expected to sit with his/her teacher and should be silent. Teacher and student should not converse, and students will not continue to be scolded once "Time Out" time has started. Before a child is put into "Time Out" his teacher must explain what actions have earned his/her punishment. Punishment is *earned* and not *given*!

## **Suspension Policy**

The following behavior will receive and automatic one to three day **out-of-school** suspension:



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1. Breaking into, vandalizing, or damaging the campus or property on campus (student are required to pay for repairs)
2. Bringing or threatening to bring weapons to school – such as knives, martial arts paraphernalia, or fireworks
3. Possession of pornographic, lewd, immodest, or inappropriate material on campus
4. Possession or use of any alcoholic beverages on campus or off campus
5. Possession or use of tobacco products
6. Any physical contact with the opposite sex that the administration deems inappropriate
7. Second offense in using bad language
8. Continual disrespect and/or disobedience to any staff member
9. Forging of parents or staff signature or initials
10. Racial slurs
11. Fighting and/or threats of physical violence
12. Leaving the school campus without being dismissed or getting permission to leave

## **Expulsion Policy**

The following behavior will result in automatic expulsion:

1. Bringing a gun to school
2. Acts of immorality on or off campus
3. Possession or use of drugs on or off campus
4. Striking a teacher or staff member
5. Arrest or involvement in crimes other than minor traffic tickets

## **Search Policy**

HTCA staff reserves the right to check students' personal belongings. This includes the following areas:

1. Backpacks, purses, pockets, duffle bags, notebooks, binders, etc.
2. Lockers, desks, offices, cubby holes, etc.
3. Individuals (male staff will check male student with a male witness, female staff will check female student with a female witness)

## **Lunch Guidelines**

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Each student is responsible to bring his/her lunch to school, unless they are signed up for the hot lunch program. Cold lunches or Microwavable items can be brought. A HTCA staff member will heat lunches for your child. Please bring items that need to be heated in a microwavable safe container.

Catered lunches are available for \$2.50/day. Lunch Calendars will be sent out the last week of the month for the upcoming month. Payment will be due upon receipt. There are no refunds for catered lunches once calendar payment is submitted, whether student is present or not. **Drinks are not included in this lunch fee.**

In the past we have had students forget their lunches. We will not allow your child to go hungry. The parent will be contacted if this happens. HTCA is not responsible to provide snacks, drinks, or cups (at lunch time).

Please follow these lunch rules:

1. Lunch boxes must not be decorated with questionable pictures or signs (skulls, peace signs, ying yang, etc., ask if you are not sure).
2. Lunch boxes, sacks, and lunch containers must be labeled with student's first and last name.
3. Insulated lunch boxes or ice packs are recommended for all students.

## Learning Center Rules

### General:

1. A student is not permitted to communicate or be out of his office without permission. He should not tip his chair back. Students are not allowed to communicate office to office.
2. The Christian flag should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non-academic activities such as checking out reference books, getting permission to score PACEs, etc. Personal questions should be asked at break time.
3. Students may not approach staff in the Learning Center without permission, except in an extreme emergency.
4. There is to be no eating at the student's desk without permission.
5. Students must do the minimum amount of pages of PACE work a day for their level.

### Student Offices:

1. Offices are assigned and changed only by the supervisor; and the offices must be cared for by the student.

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2. Anything to be placed in the office is to be approved by the supervisor. Limited decoration (staff discretion) should be used, and it should be of a Biblical, patriotic, or home theme.
3. Students are NOT to lean on or sit on the offices or dividers at ANY time.
4. The Goal Chart is to be kept up to date. Use blue ball point pen for setting goals. Cross goals off with one straight line using a ruler. Keep the goal Card as neat as possible. Any changes should be made by the supervisor. Goals should not be crossed off until rescoring is complete.
5. No marks are to be made on the Progress Chart.
6. Students may not sleep in their offices.
7. Other students' offices are off limits.
8. Students are to have all required materials in their offices.

## **PACE Work:**

1. All work in PACEs should be done in pencil unless otherwise instructed.
2. PACEs and PACE review notes is private property and are not to be shared or discussed with another student.
3. Work must be shown in Math and Science PACEs. If the work is done on scratch paper; it must be stapled to the PACE. Word Building Checkups need initials to verify that words have been written. These words should be stapled to the Checkup page.
4. Projects are to be done at home: Third Edition PACEs with "at home" projects need to be completed by the student and parent. The student should take the PACE home for parent signature **before** taking the Self Test.
5. Students in courses that have a video are required to watch the video as they work through the PACE. Notes must be taken and daily checked by staff.
6. In **reading** subjects beginning with PACE 1049, the answers missed on activities, Checkups, and Self Tests must be researched and underlined in the text (cross referenced). The page number of the text must be placed next to the corrected answer. In case of separate Reading Text Pack, underlining is not needed, only the page number is recorded.
7. Calculators may be used by students who have successfully completed PACE number 1072.
8. Students are allowed only one "Review" day. Either before, or after the Self Test is completed. The supervisor will write "Review" in green on the goal card upon the student's request. An assignment, will be given to help the student prepare for the PACE Test. The Supervisor will cross the goal off, in green, after viewing the completed assignment, and will date and initial the completed assignment. A Self

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Test Review Day (repeat of Self Test) is required when student scores less than 90% on the Self Test.

9. Self Test and PACE Test are never to be taken outside the supervision of a staff member of the school. Score keys, tests, test keys, and personal records are not to be removed from the school files for any reason.
10. PACEs must be turned in to the staff before Learning Center dismissal. PACEs left over a student's office are not considered as being turned in for testing.
11. After a PACE is completed, the student waits until the next morning before receiving the PACE Test. He/She will wait an additional night before receiving the results and a new PACE.

## Scoring Station:

1. Score keys are to be handled carefully.
2. Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you may need help.)
3. If working on a PACE which has a score strip, put a red "X" in the first box of the score strip.
4. Use only the red pen supplied at the score table (red pens are never kept at a student's office).
5. Score key answers are for scoring work only.
6. Correct the wrong answers in pencil at office and circle the problem number.
7. If working on a PACE which has a score strip, put an "X" in pencil in the second box of the strip.
8. Rescore – circle each red "X" in red when answer is correct.
9. When scoring is completed, put a red "X" in the third box of the score strip in the PACE.
10. Replace pen.
11. Replace score key in proper place.

## Testing Table:

After the PACE is completed, scored, restudied, and turned in, the test is issued the following school morning. Tests are administered at the Test Table. The Accelerated Christian Education system is designed so that the students should master the material in their PACEs as they progress through them. Therefore, a student should be "ready" for the test upon completion of the PACE and should take the PACE Test as soon as possible the following morning. A reasonable amount of time (15 – 30) minutes is allowed for the student to review any study notes before taking the test.

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## **Physical Education**

A physical education class is mandatory for all students' levels 1 and above until requirements are completed. To receive an excuse from class due to injury or illness requires a doctor's written note. If a student is injured or too ill to attend the Physical Education class, he remains in the Learning Center to do PACE work.

## **Holidays**

The annual school calendar will reflect school days that are dismissed and early release days for Holidays. Classroom Holiday parties will be announced in the classroom and notes will be sent home with students for parent awareness. Parents are always invited to come and share in Holiday parties. Please get with your student's teacher if you would like to bring treats or help in any way; parent participation is always appreciated.

As Christians, we do NOT celebrate Halloween at Harvest Time Christian Academy. We celebrate the harvest God has given us all through the month of October. Typically, Harvest Time Church has an annual "Fall Festival" where we enjoy games, cook-offs, and a hay ride; HTCA students are invited to come and participate in this time of fun and celebration. We are teaching our students that it is the Lord who gives good gifts and we honor Him with our words and actions (deeds). We ask that if you are in full agreement with our statement of faith that you not participate in what the world has set apart to honor the devil, witches, and darkness. What does the light have in common with darkness? We do not mix Christian Biblical beliefs with pagan practices.

## **Cameras**

Cameras may be used for security purposes and for our school records. Special permission from Supervisors or Principals must be granted for students to have a camera on campus.

## **Dismissal**

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## **School ends at 3:30 p.m.**

Students will not be dismissed until that time without documentation for an excused early departure. (Listed under excused absences).

**Students picked up before then will not receive a full day's attendance.**

Administration requests that parents wait in the car pick up line rather than coming to the school office or classrooms to pick students up. This will facilitate the exiting of all students more effectively, avoid confusions, and provide for a safe exit for all students. Teachers will escort their students to the curb.

After 3:30 p.m. students will ONLY be released to parents or authorized pick up individuals. If student(s) are to be released to someone who is not authorized to pick up, a signed note or phone call from parent/guardian with the name and vehicle description must be received. Student(s) cannot approve a change of who is authorized to pick them up.

## **Leaving Campus Early**

Students who leave early to go home due to illness or for other excused reasons are required to sign out in the school office. Parents should come to the office to take care of this at which time the student will be called to the office and then released.

## **Phones & Electronics**

Cellular phones and electronic devices (iPods, mp3s, hand-held game systems etc.) are to remain OFF (not on vibrate or silent) or placed in the teachers desk during school hours.

## **Accreditation**

We use an accredited curriculum with which to educate our students. HTCA does not seek state or government accreditation, however we dual enroll every 11<sup>th</sup> and 12<sup>th</sup> grade student into Lighthouse Christian Academy, an Accredited ACE school. The yearly fee for this is \$200 for 11<sup>th</sup> grade and \$250/seniors. This ensures your child, upon graduation, an accredited diploma.

## **Dress Code / Uniforms\***

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**\*The school reserves the right to modify the uniform dress code throughout the year as is deemed necessary.**

The Bible does tell us that man looks at a person's outer appearance, but God looks at our hearts (I Samuel 16:7). We know that how we are viewed by God is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

In accordance with this underlying belief, we at HTCA expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents shall accept their responsibility and students will show their respect for the school by living within the guidelines expressed below.

HTCA has a uniform dress code for the purposes listed as follows:

1. To train students to dress in a conservative, traditional fashion.
  2. To create a positive disciplined environment in the school.
  3. To assist students in concentrating on academic achievement rather than on clothing competition.
  4. To eliminate offensive fashions.
  5. To help reduce peer pressure.
  6. To help parents and students with financial stewardship.
  7. To create a positive image in the community.
  8. To train students to dress to honor the occasion.
- All clothing should be clean, neat, and in good repair.
  - All clothing is to be marked with the student's name.
  - Students should arrive at school and leave school in complete uniform

**Young ladies** – Navy, green, or white polo shirts. Navy or Khaki skirts (must be below the knee when standing or sitting). *Tennis shoes, converse, or dress shoes can be worn.* No flip flops or sandals are allowed. Shorts or tights are required to be worn under skirts. During the Fall and Winter months, coordinating school colored socks or tights can be worn. Natural appearing makeup only. French tip or clear nail polish only (no colored nail polish is allowed).

*One watch and one ring per hand, one necklace, and one stud earring in each ear is allowed. Natural makeup only.*

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**Young men** – Navy, Kelly Green, and White Polo shirts (no logos) Navy or Khaki pants, *Tennis shoes, converse, or dress shoes can be worn. Socks are required to be worn with shoes.* No necklaces or bracelets for boys are allowed. *Only one watch and one ring.*

**Jackets and Sweaters** – Jackets, sweaters, and coats may be purchased anywhere. Questionable logos (skulls, peace signs, ying yang, etc.) will not be allowed. Outer wear with hoods (must have a front opening with buttons or zipper) are allowed but hoods or hats cannot be worn in the classroom. No sweatshirts or “hoodies” (sweatshirts with hoods attached with no front opening).

## **Hair and Hair Accessories:**

- Hair styles should be modest. Boys are required to have neat, trimmed haircuts above the ear. Sideburns should be neatly trimmed and no longer than the bottom of the ear. Shaved cuts may not be worn. Girls cannot have boy haircuts, no extremely short cuts.
- Hair coloring, although not preferred, must appear natural. No dramatic highlights or unnatural colors.
- Hair accessories must coordinate with standardized dress colors. Navy, Kelly Green, or White.

**Field Trip Dress** – All students must have an approved HTCA uniform combination and wear it on designated days unless instructed otherwise.

**Tattoos** – Tattoos are prohibited. If a student had a tattoo prior to attending HTCA the tattoo should be covered at ALL times.



## **Binding Arbitration**

### **Section 1 – Submission to Arbitration**

All students, parents of students, and guardians of students of Harvest Time Christian Academy agree to submit to binding arbitration on any matters which cannot otherwise be resolved, and expressly waive any and all right in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### **Section 2 – Notice of Arbitration**

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith, and recognizing their mutual interest not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3, below.

### **Section 3 – Arbitration Procedures**

The Procedures for Arbitration shall be as adopted by the principal and the leadership of Harvest Time Church.