

# HARVEST CHRISTIAN ACADEMY



## STUDENT AND PARENT HANDBOOK

REVISED 2023

*The information contained in this handbook is written for Harvest Christian Academy. A thorough reading of this material will acquaint you with the school, its purpose, policies, and procedures. All parents, students and employees are expected to read this handbook and adhere to the policies and procedures contained herein.*

## **VISION**

To be recognized as the premiere Christian school in our area, for developing well-prepared champions for the faith that will impact the world for Jesus Christ.

## **MISSION**

*Partnering with parents to train our children to be disciples for Christ through excellence in spiritual, academic, social, and physical instruction.*

1. As a ministry of the Lord Jesus Christ, we provide the opportunity for a quality Christian education and strive for excellence in spiritual, academic, social, and physical development.
2. As every student is designed by God for a specific purpose in this life, we seek to assist parents in molding character and training Godly leaders, who will make an impact on the people they touch for Jesus Christ.

## **MEASUREMENTS OF SUCCESS**

*Children graduate as godly leaders, with a deep love for the Lord who make an impact on the people they touch for Jesus Christ.*

1. Graduates have a profoundly Christian worldview.
2. Graduates openly share their faith and impact others for Jesus Christ.
3. Graduates excel in academics.
4. Graduates have strong Biblical knowledge and can defend and explain their faith in a hostile culture.
5. Graduates go on to attend major universities or trade school and become an active part of their community, the local church, and society.

## **CORE VALUES**

1. Seek God's truth and righteousness first and all these other things will be added.
2. Seek only God's glory in all things.
3. Non-denominational and grounded in the basic tenets of the Christian faith.
4. Do not favor one of God's children over another.
5. Keep tuition affordable for a wide range of income levels.
6. Impact the lives of as many children as possible without sacrificing quality.
7. Maintain strong financial health.
8. Maintain a high level of parent involvement.

*Harvest Christian Academy aka World Harvest Training Center, Inc. admits students of any race, color, national or ethnic origins to all rights, privileges, programs and activities of the school and does not discriminate on the basis of race in administration of its educational, athletic and other school administered programs. It also adapts the publicity guidelines set out by the Internal Revenue Service as are now in force and such as shall be in force in the future.*

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## **STUDENT POLICIES**

### **A. MORNING ARRIVAL OF STUDENTS**

1. The K3 through 12<sup>th</sup> grade classes begin at 8:00 am.
2. All students should be seated in their classrooms before this time.
3. Students should be dropped off at the curb at the front door drop-off zone. An attendant will be on duty to greet, direct, and ensure the safety of your child. K3-5<sup>th</sup> grade students will wait in the cafeteria until 7:45 am, while Jr High and High School Students will wait in the gym.
4. All students arriving after 7:45 am will walk directly to class.
5. If you should need to park your vehicle for any reason, you must park in either the east or the west parking lot. Do not park in the drop-off zone.
6. Students are not allowed on school grounds before 7:15 am.

### **B. AFTERNOON DISMISSAL OF STUDENTS.**

1. Dismissal times are as follows:  
All students will be at the front entrance for pick-up K3-K5 grades- 3:45 pm, 1<sup>st</sup>-5<sup>th</sup> grades- 4:00 pm, 6<sup>th</sup>-12<sup>th</sup> grades-4:15 pm
2. Every student K3-5<sup>th</sup> should be off HCA grounds by 4:30, unless he/she is involved in and after-school activity or has arrangements to stay in after-school care. Students in the 6<sup>th</sup>-12<sup>th</sup> grades should be off campus by 4:45 p.m.
3. Students picked up late are subject to a late pick up fee of \$5.00 for every 15-minute increment and must be signed out at the office. This fee will be added to your monthly tuition bill.
4. If anyone other than the designated person(s) on the enrollment form attempts to pick up your child, we will make a photocopy of his/her driver's license and keep it on file. We refuse to release your child to anyone whom we cannot positively I.D. as authorized by the parent.

### **C. ATTENDANCE**

In the event that your child is absent, you should do one of the following things:

1. Contact your child's teacher to inform him/her that your child will be out, or call the school (956-289-1616) by 9:30am on each day absent to inform the office why your child is not in school.
2. Send a note with your child to their homeroom teacher stating the date(s) and reason for your child's absence on the day he returns to class.

### **D. EXCUSED AND UNEXCUSED ABSENCES**

1. Excused absences are caused by circumstances beyond the student or parent's control in which it would be wise for the child to remain at home. With an excused absence, the student will be allowed to make up any missed work.
2. A student will be recorded with an unexcused absence should he/she:
  - Leave the school grounds during the day without obtaining written permission from the school office.
  - Come to school and not attend class.
  - Leave the school for lunch without permission from both the student's parents and the school office.
  - Return to school after being absent without a written excuse from parent or doctor.

3. Two unexcused absences in a 9-week term will place a student on probation. On the third unexcused absence the student will serve a one-day suspension. Any assignments, quizzes, tests, projects that the student misses on the day of suspension, will be recorded with a zero. A fourth unexcused absence is grounds for a student to be expelled from the academy.
4. HCA administration shall be the final authority as to whether or not an absence will be deemed excused or unexcused based on the reason and frequency of absences. In the event that a student is recorded with an unexcused absence, a "Parental Absence Notice" (Absence Form) will be sent home with the student. This notice must be returned to the teacher the next day with parent's signature.

#### E. TARDINESS

1. Students arriving in the classroom after the start time (K3-12<sup>th</sup> grades- 8:00am) are considered tardy. Continued tardiness will result in a conference with the principal.
2. Three unexcused tardies in a nine-week term equal one unexcused absence. On the fourth unexcused tardy in a nine-week term, the student will need to serve forty minutes of detention with their teacher. Nine unexcused tardies will equal three unexcused absences and result in student probation. One additional unexcused tardy during that semester is grounds for dismissal from the academy.
3. HCA Administration will be the final authority as to whether or not a tardy will be deemed excused or unexcused based on the reason and frequency of tardiness in a semester and the student's performance in school.
4. Excessive tardies for any class at the High School level will result in an "Incomplete" on student's report card, in which students will not receive credit for the grading period and/or class. Students may recover credit through summer school.

#### F. EARLY DISMISSAL

1. Should a student need to leave school early, a parent's request should be made in writing and given to the Principal prior to the beginning of class on the day of the requested pass.
2. Office approval is necessary even if the student will return to class later that same day.
3. Student Drivers with permission from parents and administration to leave early must sign-out at the front office consistently, and are not to loiter on campus.

#### G. BAD WEATHER

If the administration feels the weather conditions warrant the closing of the academy, announcements will be made on our school website ([www.harvestchristianeagles.com](http://www.harvestchristianeagles.com)), KRGV Channel 5, KURV 710 AM, KVMV 96.9 FM, and Harvest Christian Academy Facebook page.

#### H. USE OF SCHOOL TELEPHONE

1. Students cannot be called to the telephone during school hours; however, emergency messages will be taken in the office and forwarded to the student.
2. Students will not be permitted to use HCA telephones except in the case of an emergency.
3. No student is allowed to use a cellphone during school hours, 7:15am- 4:15pm (or until 5:30 if in after school care). Cell phones will be confiscated if used during school hours. A \$25 fee will be charged for the return of a confiscated cell phone at the end of the day.
4. Students are not allowed to carry a cell phone in their clothing (on their person). Rather they must keep it in a backpack or purse at all times. Cell phones are not to be used for any other purposes: clocks, calculators, etc, unless authorized by the teacher for a specific purpose.

## I. FOUR-DAY WEEK

1. HCA runs a 4-day school week, Monday – Thurs. There is no school on Fridays. Tutoring is not to be scheduled for Fridays, unless authorized by the Principal and Teacher.
2. For the 23/24 school year, Fridays Childcare is offered for grades K3-5<sup>th</sup>, if and only if there is not adequate care for the child at home or with a grandparent, daycare, sitter.
3. HCA may enforce a fee for Friday care if the school is made aware the parent had adequate care for child at home but brought them to Friday Childcare anyways.

## **CLASSROOM POLICIES**

### A. VISITORS IN THE CLASSROOM

Visitors are not allowed in the classroom at any time.

### B. PARENT/ TEACHER CONFERENCES

If you wish to talk to your child's teacher for any reason, feel free to contact him/her to schedule a meeting during their conference period.

Important issues regarding a student should not be discussed at a time in which the teacher must attend to her class and duties, such as drop-off or pick-up times.

Meetings must take place during conference times only or after 4:15pm.

### C. SCHOOL SUPPLIES

Each student is responsible for having the necessary school supplies needed on a daily basis.

Consistent failure to have these supplies will result in disciplinary action. If, for any reason, there is a problem getting the supplies, please meet the teacher to discuss this matter.

### D. PERSONAL ITEMS

Absolutely no toys, gaming devices, or other related electronics are allowed to be brought from home. We cannot ensure that these items will not be lost or broken while on school grounds. This includes but is not limited to fidget spinners, smart watches, airpods, etc. Laptops or tablets are only allowed if requested by a teacher for school work purposes. Student is responsible for these items.

### E. INDIVIDUAL CLASSROOM RULES AND PROCEDURES

Students are expected to follow all classroom rules as listed in their classroom. Students are expected to adhere to classroom procedures implemented by their teacher(s).

### F. CELEBRATIONS

1. Holiday celebrations are determined and approved by HCA administration for the following: Thanksgiving, Christmas, Valentine's Day, and Easter.
2. Student birthday celebrations during the school day must be planned and approved by teacher and an administrator.

## **ACADEMIC POLICIES**

### **A. HOMEWORK**

The Administration of HCA believes that the most school work should be done at school. We believe in school time, family time, and church time. Homework may be given for the following reasons:

1. Reinforcement- We believe students require solid drilling to master material essential to the educational process.
2. Practice- Following classroom explanation and illustration, homework is given for mastery.
3. Remedial Activity- As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. Special Projects- Book reports, compositions, special research assignments, and projects are often the reasons for which homework is given.
5. Work that was not finished in the classroom.

### **B. GRADING SCALE**

1. General Grading Scale:  
100-90=A  
89-80=B  
79-70=C  
69-60=D  
59-0=F
2. High School Grading Method for Class Subjects:  
Tests (50%)  
Quizzes (25%)  
Daily Assignments (25%)
3. High School Grading Method for P.E./Athletics:  
Student Arrives on Time (25%)  
Class Participation (40%) Dressed  
in P.E. Uniform (35%)

### **C. ACADEMIC PROMOTION**

1. Students that receive a 70 or above in all subjects are promoted to the next grade level.
2. A student that fails 3 or more classes will be required to repeat the year. Final decisions regarding such cases will be determined by the Administration.



D. ATHLETICS – Please see Athletic Handbook for detailed information

1. All students in the 6<sup>th</sup>-12<sup>th</sup> grades are required to wear the school P.E. uniform. Uniforms are ordered through HCA. All sports program attire must adhere to the school dress code guidelines.
2. Students in 6<sup>th</sup>-12<sup>th</sup> grades have opportunities to join sports teams each semester. Each sport may include a fee to join, in order to help cover uniform, travel, and other costs.
3. Eligibility: Students must maintain a minimum of a 70 in each subject to remain eligible for sports and activities. Any student who fails to maintain grade eligibility for any grading period will be placed on probation until teacher releases a report issuing a passing status.
4. Students who do not meet the above standard will be classified as ineligible to participate in practices and games. A student must wait until such time as to be considered eligible before participation in practices or games for athletics.
5. Students classified as eligible are allowed to practice and participate in games during the entire season. If, however, the staff notices a decline in grades or behavior, the Administrator may declare the student ineligible for a specific period of time. Such a student will not be allowed to practice with the team and will be ineligible to participate in games.

E. REQUIREMENTS FOR END OF YEAR AWARDS

1. PERFECT ATTENDANCE: This award is given to students that have no tardies (excused or unexcused) and no absences (excused or unexcused) for all classes of the day.  
\*\*Exceptions can be made for (1) one Doctor's excused absence for an illness, and /or (2) one day to attend the Funeral Service of an immediate family member. \*\*
2. "A" HONOR ROLL: This award is given to students that have maintained an average of a 90 and above in all subjects, for every grading period.
3. "A/B" HONOR ROLL: This award is given to students that have maintained an average of an 80 and above in all subjects, for every grading period.
4. THE EAGLE AWARD: This award is given to students that have perfect attendance (as stipulated above), and have yearly averages of 96 and above in all subject areas.
5. SENIOR TRIP: Administration reserves this privilege for students that demonstrate excellence in academics and character. All attendees will need to meet approval of Administration.

## **INTERNET USAGE POLICIES**

HCA supports the use of the internet in order to facilitate learning through the access to information and research. The purpose of school-provided internet access is to encourage research and education. Students utilizing school-provided internet access must first have the permission of and must be supervised by HCA's staff at all times.

1. Any inappropriate, unauthorized, or illegal use of the internet will result in disciplinary actions:
  - Cancellation of all internet privileges.
  - Appropriate disciplinary action up to, and including expulsion.
  - Referral to law enforcement.
2. The following uses of school-provided internet access are not permitted. This list is not exhaustive and should be used as a guideline for appropriate use:
  - To access, upload, download or distribute pornographic, obscene, or sexually explicit material.
  - To transmit obscene, abusive, sexually explicit, or threatening language.
  - To violate any local, state, or federal law.
  - To vandalize, damage, or disable the property of another individual or organization.; this includes the changing of computer settings and functions or any software that the school does not own a copyright to.
  - To use private or free e-mail services.
  - To use chat rooms, instant messaging, or social media sites.
  - To use for political or commercial purposes.
  - To allow any person other than the account holder to use the student's HCA account
  - To engage in any use that disrupts the educational or administrative goals of HCA.

HCA makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruption in services. HCA will not be responsible for the accuracy, nature, or quality of information gathered through school-provided internet access. HCA will not be responsible for personal property used to access school computers or networks or for school- provided internet access. HCA will not be responsible for unauthorized financial obligations resulting from school-provided internet access.

## **CAFETERIA**

### **A. LUNCH**

1. Hot lunch is available and may be purchased monthly, weekly, or daily at the front office or in the classroom. A monthly calendar will go out at the beginning of each month. Lunches are to be **pre-paid**. If a child is absent and their lunch is paid for that day, a credit will be awarded for another day.
2. Each student is expected to throw his/her own trash before leaving the lunch room.
3. Students are to sit in designated areas only.
4. Once seated, there will be no getting up and walking around.
5. Students are not allowed to trade lunches.
6. Lunch boxes are to be put in designated areas as instructed by the teacher.
7. An extra charge is added to school lunches that are requested after 10:30am. School lunches will be charged if a lunch is cancelled after it has already been made.
8. Lunch time is 45 minutes. This includes recess.

### **B. EMERGENCY LUNCHES**

1. If a child forgets to bring a lunch or lunch money, we will provide a lunch for the student that day; however, the lunch fee will be added onto your child's tuition account.
2. Students are not allowed to eat or drink in the building or portables other than in the lunchroom. This includes candy and gum. The only exception is for class parties supervised by the teacher and approved by the principal.
3. Harvest Christian Academy encourages you to support your children's health by packing fruits, vegetables, and low fat, low sugar snacks and lunches!

### **C. PRESCHOOL SNACK PROGRAM**

Parents are asked to provide a healthy snack for their child. Teachers may ask for volunteers to bring class snacks or water.

## **ENROLLMENT**

### **A. ENROLLMENT AND RE-ENROLLMENT**

During the month of February, re-enrollment for the fall term for current students begins on a first-come first-serve basis. Enrollment for new students begins March 1st. A student's spot is not held for the next school year, until registration fee has been paid and student has been enrolled.

Please do not assume that your child is enrolled if the above 2 things have not been done. It is required that students enrolling for the preschool program be fully potty-trained.

### **B. TUITION**

All monthly tuition payments are due by the 1st of each month. **If payments are late, parents must contact the school office immediately.** A \$25 late fee will incur for payments made after the 5th of the month. There is also a \$25 charge for all returned checks.

### **C. WITHDRAWALS AND TRANSFERS**

1. Withdrawal and forms may be obtained in the office. Indication of parental consent to the withdrawal or transfer must be given to the academy registrar before the forms can be issued.
2. When withdrawing or transferring your child, every teacher of the student must sign the form, give grades to date, and list any fines due for textbooks not returned.
3. Upon completion, this form will be returned to the registrar who will then clear the student's record.
4. In order for the student's records to be released his/her financial account must be current with no outstanding balances.
5. All requests for records must come through the school to which the student is transferring. The records will be mailed to the school. Permanent cumulative academic records will not be released to students or parents.

## **OTHER**

### **A. IMMUNIZATIONS**

Texas requires all students to be up-to-date on immunizations. Compliance must be within 2 weeks after the beginning of school. Failure to comply will result in the student not being permitted to attend school. Parents must supply HCA with an original copy of proper documentation of their child's immunization records. This may be obtained by the child's doctor. If you have chosen to refuse vaccinations based on religious or personal beliefs, an official affidavit form issued by the Texas Department of State Health Services must be turned into the school.

### **B. SYMPTOMS OF ILLNESS**

If your child is experiencing symptoms of illness, we will believe with you according to the Word of God that your child is healed; however, please do not send your child to school until all symptoms have disappeared. **We will not keep any child at school with symptoms.** You will be notified if your child has any of the following symptoms:

Lethargy, nausea, runny nose, sore throat, abnormal or irritable behavior, watery and inflamed eyes, fever, vomiting and diarrhea. If your child arrives at school or develop these symptoms while at school, you will be asked to pick him or her up.

### **C. MEDICATION**

If your child must take medication during school hours, the school must have a formal written request on file. Parents are asked to turn in the form directly to the teacher or the front office. **Please send a single dose of medication in a separate container labeled with a child's name, the name of the medicine, time to be administered, and the dosage.**

Most children 3 to 5 years old will be on liquid medication. Please ask your physician or pharmacist for syringes. This will allow you to prepare a single dose to be sent to school. The syringe will be sent home in your child's school bag.

### **D. ACCIDENT OR INJURY**

The teacher will administer first aid for minor accidents and injuries. An incident report will be filed for all injuries. Parents will be contacted immediately for more serious injuries. If on- the-spot treatment is necessary, parents and emergency crews will be called immediately. HCA Administration will use its best judgment in contacting a physician or transporting the child to a hospital for emergency treatment when neither parent can be contacted.

### **E. LOST AND FOUND**

Be sure to look in the lost and found for missing items. **Items will only be held for 30 days and placed in our Globetrotters Yard Sale, which raises money for Missions and Natural Disasters.**

## F. STUDENTS THAT TRANSFER OUT

When families move during the course of the school year it is important that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the year, please notify the school secretary with the current address and phone number so your file can be updated. Also keep the office updated in changes in employment, so we can contact you in case of an emergency.

## CONDUCT AND DISCIPLINE PROCEDURES

The following actions are considered serious offences at any age level and students who participate will receive serious disciplinary actions:

1. Vandalism: A destructive act against the school/church facility or equipment.
2. Disrespect or Aggression: Students are expected to submit to the authority in all situations and under all circumstances, showing proper respect in both attitude and actions.
3. Fighting or Rough-housing: To resort to fighting is an expression of lack of self-control, a disregard to biblical conflict resolution, and a lack of concern for the safety of those around you.
4. Vulgar and Profane Language: Curse words, swear words, racial slurs, and suggestive language, are not appropriate for the spiritual and academic environment of our school, whether printed, spoken, or recorded.
5. Teasing, Harassment, Threats of Violence, or Inappropriate Physical Contact: This is with the intent to hurt, whether emotional or physical, whether a single incident or perpetual, and includes acts in which a student was "just joking".
6. Dishonesty, Cheating, Plagiarism: Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception. Plagiarism is passing off a source's information, ideas, or words as your own by omitting to cite them, and it is an act of lying, cheating, and stealing.
7. Stealing: Stealing is taking or borrowing another's property without stated permission on each occasion. This includes, uniforms, equipment, and personal items.
8. Alcohol or Drugs: Possession or use of alcohol or over the counter drugs of any kind is not allowed on campus or at school-sponsored activities. This includes coming on campus or attending school-sponsored activities under the influence of drugs or alcohol.
9. Weapons: Bringing a weapon to school is strictly prohibited. HCA takes its responsibility to protect all our students very seriously.
10. Sexual harassment is not allowed at any grade level or to any degree. This includes verbal, written, and physical sexual harassment. Students are to keep their hands to themselves and guard their words. Online sexual harassment of any or by any student, even off-campus warrants on-campus discipline. Students are not to touch another student in a sexual manner or out of curiosity in areas that are deemed private or personal. Discipline for this infraction will be at the discretion of HCA Administration, as **age and occurrence** will be a factor in the disciplinary action. Our

prek-5<sup>th</sup> grade teachers are encouraged to speak to the students about the importance of keeping hands to ourselves and never allowing anyone to touch any private/personal areas. We expect parents to reinforce this important lesson to their children at home as well.

11. No student should ever be in the main sanctuary without specific permission from the administration. The stage and all equipment and instruments in the sanctuary are off-limits to the students.
12. The discretion of the Principal and Administration will prevail.

#### A. DISCIPLINE

We believe that discipline is necessary for the welfare of the student, as well as the entire student body. We also believe that discipline begins at home. Proverbs 22:6 “Train up a child in the way he should go and when he is old he will not depart from it”; Proverbs 13:24 says “He who spares the rod of correction hates his son, but he who loves him disciplines him promptly.” We understand that it is primarily the responsibility of the parents to discipline their own child; therefore, we do not exercise corporal punishment. Instead, we use a variety of warnings, reminders, consequences, positive exhortation, and verbal correction. Each teacher will follow the same pattern for discipline, but there will be some variation according to the age and grade of the student. We encourage you to discuss the specific details with your child's teacher or administration. Offenses of the above infractions are subject to the following: (Severity of infraction and age of student may cause administration to skip ahead to stronger disciplinary correct.

1<sup>st</sup> Offense – Verbal warning and correction. Depending on grade level, time-out, loss of recess, phone call to parent may be administered.

2<sup>nd</sup> Offense - Parent/Teacher/Administrator meeting

3<sup>rd</sup> Offense – Suspension from school. (When suspended from school, work missed may not be made up and zeros will be given for those missed assignments/tests.) 4<sup>th</sup> Offense – Evaluation for student to be expelled from school.

We expect parents to reinforce the disciplinary actions taken by the school staff. United we stand!

#### B. LIFE EXPECTATIONS

HCA seeks to present a Christian program to its students and a Christ-like model to the community. Though we celebrate the scriptural guidelines of liberty found in 1Corinthians 8-10 and Romans 14, the school states its opposition to non-Christian lifestyles, immorality, sexual harassment, abusive behavior, fornication, homosexuality, pornography, and the use of alcohol, tobacco, inhalants and drug-related substances both on and off school property.

In light of these goals, lifestyle is an important consideration. Since lifestyle is one's life, belief, and practice, a Christian lifestyle cannot confine itself only to the school day. The school will not hesitate to assert its discipline in areas where a student practices a lifestyle, or engages in activities that are antagonistic to the policies, mission, and vision of the school, regardless of where or when the event occurs.

Students are expected to conduct themselves in a manner that is honoring to God. This expectation

applies to the time that students are in school, at school activities, as well as the time they are away from school. Students are expected to conduct themselves on social media in a manner that honors themselves, the family, their school, and most of all God.

### C. APPEARANCE CODE

- Every child selected for admission into Harvest Christian Academy becomes a representative of the academy. Good hygiene and appearance habits will reflect positively in the spiritual and academic growth of each student; therefore, all students are expected to dress and groom themselves cleanly and neatly in clothes that are suitable for school activities.
- The Academy administration shall be the final authority as to acceptable dress, hair length, appearance, and any other matter pertaining to hygiene. This will include the matter of children soiling themselves continually.
- For preschool children ages three to four, each child must have a change of clothing left at the school. Please include underwear, socks, shirt, pants/shorts. Please label each item of clothing with the child's name. The children will spend some time outdoors on a regular basis. Please dress your child appropriately for the weather.

#### 1. Hair

- Must be neatly combed
- No extreme styles or colors.
- Boys: hair must be neatly trimmed above and around the ears. Hair is not to be grown down past the eyebrows in the front or past the collar in the back. Curly or shaggy hair that appears to be too long from the top, will be measured to the above standards.
- High school boys: any facial hair must be trimmed very closely to the skin and kept neat and clean. The principal will have the final authority in the length and style of any male facial hair. Jr high boys: no facial hair allowed.

#### 2. Clothing

- Clothing should be neat, clean, modest, and not suggestive.
- Shoulder straps on all tops must be at least 2 inches wide. No off-the-shoulder tops.
- No spaghetti straps (6<sup>th</sup> through 12th grades), muscle shirts, or undershirts.
- No crop tops are allowed.
- Pants will be pulled up and no under clothing showing.
- Clothing should not be intentionally disheveled or torn. Frayed jeans are allowed only if no skin shows through the fray. Patches may be ironed on the inside to keep skin from showing.
- Clothing should be suitable to the gender wearing it.
- No short shorts or skirts. Shorts, dresses, and skirts must be as long as 3 inches above the knee.
- No imprinted t-shirts bearing offensive, inappropriate graphics, and/or words, such as violent movies, TV programs that tear down family values, or vulgar music groups.



- Girls (5<sup>th</sup>-12<sup>th</sup>) may not wear leggings/jeggings/tights of any kind unless worn under a dress/skirt/shorts. Leggings may be worn only with shirts that completely cover the buttocks section. Leggings may not have transparent sections.
- Body marks (pen drawn marks on the skin, permanent or temporary tattoos, or anything related) of any kind are not permitted.
- Footwear must be worn at all times.
- Boys will not be allowed to wear any piercings.
- Girls may only wear lobe earrings; no other piercings are allowed while at school.

The Academy administration shall be the final authority as to acceptable dress, hair length, appearance, and any other matter pertaining to hygiene.

### 3. Student Relationships

In a school where there are boys and girls it is expected that from time to time crushes will form, and in that relationship, the desire to show expressions of affection. Students however are to refrain from romantic displays of affection, such as holding hands, hugging, kissing, and other physical actions that may be inappropriate in the school setting. Our aim is not to deny students from having crushes on one another, but rather to maintain conduct that is within the bounds of good taste, respect, and regard for the consciences of those around. If a student engages in a relationship that is distracting on campus or causes drama amongst the student body, parents may be called in to meet concerning the situation.

**ACKNOWLEDGEMENT OF HANDBOOK**

I have read the Harvest Christian Academy Student Handbook and I understand that these policies and procedures are implemented in order to facilitate the success of my child. I agree to uphold these policies and procedures to the best of my ability, as reinforcement for my child.

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Signature

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Date

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Printed Name

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Student's Name

## **JUNIOR HIGH & HIGH SCHOOL LIFESTYLE STATEMENT**

Upon submission to HCA, each school student is required to sign the following statement:

The objective in building a private Christian School is to obey the scriptural imperative of Deuteronomy 6:5-7a and Proverbs 22:6---“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.” “Train up a child in the way he should go and when he is old he will not depart from it.”

A Christian school is an extension of the home and a companion of the church in training young people for time and eternity in a Christ-centered environment. School and staff work closely with the parents to train the whole child.

Attendance at HCA is a privilege. The goal of this school are to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. HCA stands for the Gospel of Jesus Christ and the highest standards of morality and Christian behavior.

Our goal is to train hearts and minds to do all things to the glory of God. In order to promote and foster these goals, the school expects that each student will (both on and off campus):

- Refrain from engaging in cussing, vaping, smoking, drinking, and the use of any type of harmful non-prescription drugs.
- Maintain Christian standards in courtesy, kindness, language, morality, and honesty.
- Abide by the dress code as stated in the handbook while at school, on all field trips, and at all school-sponsored activities, whether daytime or evening.
- Will show respect for and support the policies of HCA.

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I have read and willingly accept the provisions of the above policy and will abide by the standard at all times, whether school is in session or not. I understand that dismissal from HCA is a very likely consequence should I fail to abide by these standards.

Parent/Guardian\_\_\_\_\_

Student\_\_\_\_\_

Date\_\_\_\_\_

*Harvest Christian Academy aka World Harvest Training Center, Inc. admits students of any race, color, national or ethnic origins to all rights, privileges, programs and activities of the school and does not discriminate on the basis of race in administration of its educational, athletic and other school administered programs. It also adapts the publicity guidelines set out by the Internal Revenue Service as are now in force and such as shall be in force in the future.*