HARVEST CHRISTIAN ACADEMY

STUDENT HANDBOOK

2026-2027

Administrative Team

Brad Phillips, Lead Pastor
Kadie Cosby
Lisa Phillips

We are committed to helping you anyway we can!

"Therefore everyone who hears these words of mine and puts them into practice is like a wise man who builds his house on the rock. The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock. But everyone who hears these words of mine and does not put them into practice is like a foolish man who built his house on sand. The rain came down, the streams rose, and the winds blew and beat against that house, and it fell with a great crash."

Matthew 7:24-27 1:1-3

Harvest Christian Academy

2026-2027 Staff

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HARVEST CHRISTIAN ACADEMY'S PURPOSE

Harvest Christian Academy (HCA) exists to bring glory and honor to the Father through Jesus Christ. We want to present each student with the life transforming Gospel of Jesus Christ. We believe the most important thing that we can do is give children the opportunity to receive Jesus Christ as Savior and Lord.

We want to see every student be all that God created them to be. We will help them achieve this through a loving and caring environment where each student is valued. We believe that learning is a discipline. We will be firm, fair and consistent with discipline at HCA. We believe in high academic standards and will encourage students to achieve those standards.

History of the School

Founded in 1983, Harvest Christian Academy is a ministry of Harvest Church, a body that is burdened with the great need for children to receive a quality Christian education in an increasingly secular society. HCA, previously known as Baker Valley Christian School, changed its name along with the church in the fall of 2005 to "Harvest" to match the renewed vision of our organization to fulfill the commission given by Jesus to pray that the Lord of the harvest would send laborers into the great harvest (Luke 10:2). We feel as a school we are called to raise up laborers for the great harvest by providing an environment where growth happens—spiritually, academically, physically and socially.

Importance of Christian Education

The objective in building a private Christian school is to obey the scriptural imperatives of *Deuteronomy 6:5-7a*, *and Proverbs 22:6.* We are not trying to shelter our children from the realities of this world but insulate them and give them a Godly world view that will empower them to be "salt" and "light" in this world.

Mission Statement

At Harvest Christian Academy, we seek to raise up confident **Christian leaders**.

Building With A Purpose

- By presenting every student with the Gospel of Jesus Christ
- By encouraging each student to develop Christ-like character
- Desiring to seek first the kingdom of God
- Seeking to find God's direction and fulfill His calling
- Equipped to excel in the workplace through a high work ethic and academic proficiency
- Committed to making lasting positive impacts upon local communities
- Able to tactfully oppose surrounding ungodly belief systems
- Aware of local and international events and concerns and motivated to reach out to those in need
- To build lasting relationships

Statement of faith

We believe…

- The Scriptures Inspired
- The One True God
- The Deity of the Lord Jesus Christ
- The Fall of Man
- The Salvation of Man
- The Ordinances of the Church
- The Baptism in the Holy Spirit
- The Initial Physical Evidence of the Baptism in the Holy Spirit and Sanctifying work of the Holy Spirit
- The Church and Its Mission
- The Ministry
- Divine Healing
- The Blessed Hope
- The Millennial Reign of Christ
- The Final Judgment
- The New Heavens and the New Earth

Church Affiliation

As part of the partnership of the family, church and school, students and parents of HCA should regularly attend a Bible believing church and support it with the time, talents and treasures that God has given them.

Pledges

Pledge to the American Flag

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all."

Pledge of allegiance to the Christian flag

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe."

Pledge to the Bible

''I pledge allegiance to the Bible, God's Holy word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

ABOUT THE SCHOOL

Relationship of School to the Church

The administrative team, teachers, and other staff members of the school are employees of Harvest Church. Harvest Christian Academy is a ministry of Harvest Church.

School Accreditation

HCA is accredited by the National Association of Private Schools (NAPS) and is also a member of Association of Christian Schools International (ACSI)

National Association of Private Schools

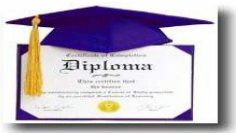
Transfers Back to State Accredited Schools

If a student chooses to re-enter a state accredited public school from a school accredited by the NAPS, the receiving public school may choose to test the student to determine if he/she should be placed in the desired grade level or if certain credits may be transferred, whether the child is in grade school or high school. Although the vast majority of public schools are cooperative concerning credit transfers from private schools, they are not required by law to automatically accept credits from any school.

Along with accreditation we require students take the Stanford standardized test. These mandatory tests are given each year and measure a student's academic progress and overall mastery. These results generally speak for themselves in terms of the quality of education being given. Home schools and private schools consistently score higher on these tests than government schools do.

Graduates who wish to enroll in a college or university need not be graduates of an accredited school. Registrars of such institutions are interested in the academic merits of individual students, not in the name of the school from which they graduated. They evaluate each applicant's academic aptitude through nationally standardized tests (S.A.T. and A.C.T.). The instructional program of this school is designed and implemented to properly train students who wish to continue their education beyond high school.

HCA does grant a diploma upon completion of required courses.



Chapel

Once a week, students attend a Chapel service. Local pastors, staff members, and other guest speakers preach the Word of God.

Students also attend daily morning devotions, which includes Pledges of Allegiance. Christian patriotism places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees our liberty to educate and to preserve freedom. We unashamedly teach the biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for flag and country.

Off-Campus Life

The Christian life is not a game with a different set of rules for church, school and everyday life. Student conduct which is prohibited at school is equally prohibited away from school. Regardless of whether the prescribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

“No Doubt” Lifestyle Covenant

1 Timothy 3:1-10 (NIV*) “Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap. Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons*.”

What does a “No Doubt” Lifestyle look like?

1. **Above Reproach (2, 7) -**Unquestionable integrity with Christians and non-Christians. I will avoid any conduct that would discredit Jesus. Avoiding the very appearance of evil.
2. **Self-controlled (2) -**Is humble and emotionally well balanced.
3. **Respectable (2, 8) -**Is careful about the image they portray. Allowing the character of Christ in us to shine to others.
4. **Hospitable (2) -**Knows how to; and does make people feel welcome. Kind & thoughtful of others.
5. **Leads by example (2) -**Realizes their message is caught more than taught. Being a disciple while discipling others. In regular fellowship with the body of Christ.
6. **Lives by high standards (3) -**Is careful about what they say, see, hear and do. Avoiding life controlling addictions. Avoiding drunkenness and substances that inhibit self-control & Spirit control in our lives.
7. **Peace maker (3) -**Lays down their rights to keep peace.
8. **Right motivates (3, 8) -**Does not serve for personal gain. Always looking at the motivation of our heart. Always speaking the truth in love.
9. **Right relationship with family (4, 5) -**Is a leader in their home.
10. **Growing Christian (6, 9, 10) -** Is developing habits of a Mature Life-long follower of Jesus Christ.
11. **Loving, Honoring & Respecting** others in every area of our lives.

Parental Involvement

- Parent orientation is required on the first day of school.
- 1st & 3rd Quarter Parent/teacher conferences help to promote a good understanding between parents/guardians and the faculty/administration of the school.
- Volunteer involvement is always appreciated. Parents are encouraged to talk to the teachers or the administrative staff to discover where they could be of service. Everyone has gifts- or special talents- if you would like to use yours, please contact the office.

High School

The Administrative Team will provide each High School student, enrolled in HCA, with a projection of each year and what will be required to receive a diploma.

HCA offers Global University and Berean School of the Bible classes for student wishing to receive a "Dual Credit". There will be extra cost for these classes and students should make an appointment with the Administrative Team to discuss their options.

Off-Campus Policy During School Hours

We have a "Closed Campus" policy. Students cannot leave the school grounds during school hours without permission. No off-campus lunch unless accompanied with parent and prearranged.

Students are allowed to enroll in off-campus, extra-curricular activities including electives, sports, clubs and work release programs, provided the activity is not during regular school hours of 8:00 am – 3:30 pm. Modified schedules for extra-curricular activities can be approved on a case-by-case basis by the administrative team.

STUDENT ADMISSION

Our program is specifically geared towards discipleship; therefore, we seek students who want to be here and who will promote positive peer influence. Attendance at this school is a privilege and not a right. There is a standard of conduct that is a condition of enrollment at HCA. The standard of conduct is expected for students at all times off and on campus. The goals of this school are not to reform, but to train Christian youth of every ability level in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

Admissions Procedure

HCA is open enrollment and each student and family will be considered. All new students are admitted on a 120-day probation period.

Information packet is given including school handbook, information brochure, family application, and pastoral reference.

1. Fill out and return **Family Application** to the office.
2. Upon approval of the Family Application we will call you to schedule a family interview meeting. If there is a waiting list you will be placed on the list and called for a meeting when a position opens up.
3. At the meeting you will meet the pastor and administrative team and learn more about our program. At this time, we will answer any questions you may have.
4. After a mutual decision has been made to enroll the student(s) into our program, financial arrangements will be made and a registration packet will be provided and will need to be filled out by the family.
5. To hold the student's place in the classroom the $100/per student enrollment fee will need to be paid as soon as possible.
6. Diagnostic testing arrangements may be completed to determine curriculum placement.

Withdrawal Policies

The school may withdraw students from school for any reason with 7 days written notice. The school has reserved this right to protect the student body and the school's reputation from harm and is used in only extreme circumstances—at the discretion of the school administration. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

Tuition Refund

Upon withdraw of a student; a refund will be given to those who have paid in advance. The **enrollment fee and curriculum fee are non-refundable.** In most cases these costs will have already been incurred and therefore are non-refundable. Tuition is reimbursable upon early disenrollment and is determined by figuring what percentage of the year is left (round up to nearest month) and refunding that portion of the tuition back. If the student has not taken the standardized test then the standardized test fee will also be refunded.

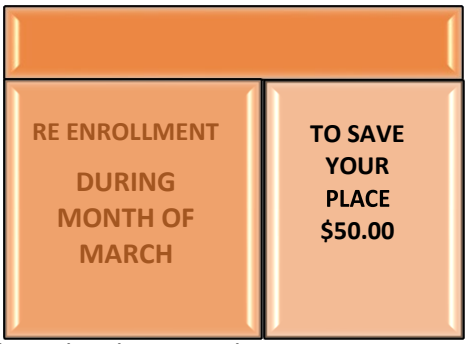
Nondiscrimination Statement

The church and school have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

Gender Policy

Gender at birth

New Enrollment & Re-Enrollment policy



Student re-enrollment is March 1st -March 31st. The re-enrollment fee is $50 per student. After April 1st we will contact new students from the waiting list and begin our annual open enrollment. Every student will need to go through the re-enrollment process and be approved by the administration team.

A modified schedule will not change the tuition fee schedule for the school year unless a prior arrangement with the Administrative Coordinator. This will be on a case-by-case basis.

The administrative team will contact you to confirm your child's admission to HCA.

ABSENCES/TARDY/SICKNESS POLICY

On time attendance is required for HCA enrollment. Attendance grading is part of the student's overall course grade. On time attendance is a value of HCA that translates into a disciplined life in many aspects including family, church and workplace. It teaches value, effort and reliability at a young age.

The impact of excessive absences and tardiness is felt by administration, teachers, other students and the student that is absent or tardy.

Excused absences and tardies Include:

- *Pre-arranged appointments, family events, etc
- Sickness – Parents need to call the office and leave a message before 8:00 am.

All course work is required for grades. Students/parents with prearranged absences or sickness must obtain and complete all assignments for a passing grade.

*Pre-arranged – a minimum of 1 week in advance.

Unexcused absence and tardies:

- Any absence or tardy that doesn't meet the standard for excused.

*3 unexcused absences in a quarter will require a parent/student conference

— The 4th and subsequent unexcused absences will require detention after school.

*The maximum number of excused/unexcused absences in a quarter is **8**. Under difficult circumstances due to illness or other events beyond control, special consideration will be made by the administrative team.

Tardiness

Students should arrive no earlier than 7:45 a.m. and should leave immediately after school is dismissed. (The school is not responsible for students after 3:40 p.m.). Any student arriving at school after 8:00 am will receive a tardy slip.

*3 unexcused tardies in a quarter will require a parent/student conference.

- The 4th and subsequent unexcused tardies will require detention after school.

Sickness Policy

If a child indicates he/she is ill during school or at a school event, the parent will be notified. Please do not send your child to school with a green, runny nose, a fever, or head lice, or infectious sickness, as these are all indications of transferable illnesses.

Administering Medication

Prescription medications need to be submitted to the office, with directions on dosage and when to be given. Student must receive medicine from the office. No prescription or non-prescription medicine is to be kept in the student's possession.

GENERAL INFORMATION

Student Vehicles

Students who are licensed to drive are permitted to park in the parking lot at HCA. We are a closed campus; therefore, students should only be in the vehicle when arriving to school and when leaving. No loitering around vehicles in the parking lot during regular school hours. Cars should be kept locked. A bike rack is provided for students who wish to commute to school by bike.

In consideration of HCA neighbors, students will be asked to slow down while driving to and from school and events.

Visitors & Student Check In and Out

All visitors **must** check-in with the school office. To ensure the safety of our students, any student leaving campus for any reason during the school day must be checked out in the office by the parent/guardian or approved adult picking up the student. Anyone authorized to pick up your child must be registered in the office.

School closure due to weather

A calendar will be handed out yearly to students and parents with scheduled holidays and vacation days. In case of inclement weather, we follow the public school's ruling. If the Baker 5J school district closes due to bad weather, we will also close.

Lost and Found

We expect students to be responsible for their own clothing and personal belongings. Any item that is left out overnight and picked up will be placed on the lost and found table in the lobby.

At the end of each quarter all items which have not been claimed will become the property of the school and will be removed from the school.

Off Limits & Personal Property

Guns, matches, lighters, knives, vape pens, tobacco and gaming devices are not permitted on school campus. Books, magazines, and devices with media content must be approved by the teacher upon a student's arrival to school. All teachers reserve the right, at their discretion, to send reading material home. **The use of AI is not allowed in any course work at HCA, unless permission is expressly given by the teacher.

Cell phones are to be **left off and turned in to the teacher before the 2nd bell.** They are to be used before or after school only. **Texting is not allowed during school hours.**

Field Trips

Field trips are scheduled at various times during the school year. Although these off-campus learning experiences are to be of real enjoyment for the students, the goal of these experiences is to enrich learning. Students may be asked to take notes, and then be tested about the trip upon returning to the school.

A natural out-growth of such trips, under the supervision of adults on every occasion, is that the student is disciplined in the art of self-control and gracious behavior in all kinds of situations.

Lunches

New lunch program: Students will need to bring a sack lunch. There are a limited number of microwaves and this could cause the student to not have much time to eat lunch. All utensils should be brought from home. Food is not allowed in the gym, halls or classrooms. Put all trash in wastebaskets. Students share the responsibility of cleaning up after lunch and will be part of a rotating clean-up crew. As soon as students are dismissed from the lunchroom they are expected to go to the gym or designated area for healthy recreation.

CURRICULUM/STUDENT ACTIVITIES

High School Planning

Harvest Christian Academy will meet or exceed the Oregon Standard Graduation Requirements of 24 minimum credits.

Graduating students will be awarded a High School Diploma showing they have met the requirements for Harvest Christian Academy. These requirements are specified in the "High School Planning" Handbook.

The Harvest Administrative Team and the Harvest Church Deacons will confirm requirements before the graduation ceremony.

Curriculum

Our primary curriculum for all grades is Abeka. This curriculum is widely used in Christian education because of its high quality, rigorous standards and comprehensive scope. In some circumstances we may use Deep Roots, Alpha Omega Publications (AOP), and in some cases Accelerated Christian Education (A.C.E.) curriculum, or other curriculum approved by the administrative team.

Standardized Achievement Tests

Annual standardized achievement tests will be given in the spring to all students in the 1st through 11th grades. The test tracks yearly progress and is helpful in assessing problem areas for improvement; therefore, it is mandatory. A test fee is charged upon enrollment. The fee covers our expenses for the test forms and having the tests graded by an outside company.

Report Cards

The grading system of HCA is designed to give parents an indication of the student's academic progress. We recognize that a letter grade does not determine the worth or value of a student. We also encourage students to do their best and not compare themselves to others. Report cards will be emailed to you following each nine-week period. We will gladly print a paper copy for you upon request.

No Fail Policy

The purpose of this policy: We want every student to succeed on the level they can achieve and this will be monitored weekly.

1. We will make every opportunity for students to study prior to initially taking a test.
    a. This will be done through classwork, quizzes and group review
2. Harvest Christian Academy expects and requires each student to complete the coursework including homework.
    a. Missing assignments will not be an option and will need to be turned in on Monday the following week if not before.
    b. Students will be asked to remain after school on Thursdays to complete some of the missing assignments.
3. If a student receives a failing grade (below 60%) on a test the following will be incorporated
    a. The student will not receive full credit but will improve their grade from **Failing** to a **Passing Grade**. (This grade will be a 60%)
    b. The student, with communication with the parents, will be asked to retake the test by using curriculum and study materials to locate the correct answers, write down the page number where it is found and reread that area.
    c. The corrected test will need to be turned in on Monday the following week.
4. If the student forgets the corrected test from home the following will be incorporated:
    a. The student will remain after school and complete the test again.
    b. The teacher is to make a photocopy of the students failing test prior to sending it home. This copy is what will be used during this time.
5. If this continues to be a common practice, there will be a conference scheduled with the student, parents and Administrative Team member.

Physical Education

It is our policy, that no student is excused from the required Physical Education course offered unless a doctor's written excuse is presented.

A student's grade will be affected if he/she refuses to participate during P.E. period.
See the dress code section for PE dress down guidelines.

Athletic Activities

At times we will have junior high and high school league sports for both boys and girls depending on the interest for participation. Approved home school students may participate in the program.

Eligibility to participate in an athletic event will depend upon the student's academic performance and behavior. Such things as incomplete homework, detention, or suspension for that week will be grounds for ineligibility.

When there is a home game or event which occurs during school hours, such game days will not constitute a "day off" for those not involved in the sport. During away games, all students are encouraged to attend and support the team, as transportation allows. For students who do not attend the away game, a regular school day will be required at the discretion of the teacher.

Sport's League Insurance

HCA's insurance does not cover any incidents that occur within our sport's program. Our sport's program includes any games and practices held in conjunction with the Christian school sport's league for girls' volleyball, basketball or track/field and our boys' flag football, basketball or track/field. Furthermore, we require all students who want to participate in our sport's leagues to carry their own insurance.

School Insurance

Our school carries liability insurance that will be considered secondary and covers all our students for incidents that occur on campus or while being transported in our church/school vehicles.

Homework

The responsibility for scholastic achievement in our program is placed on the student. Some homework is assigned and designed to be done at home because concepts need reinforcing. Other homework is assigned as work that the student was unable to finish during the school day. If you feel that homework is becoming excessive please contact the teacher to see what can be done to lessen the load. We have worked into our daily class schedule time for homework and study time.

EMERGENCY PROCEDURES

Medical Emergencies

Every year all students will have updated medical information forms signed by parents and kept on file in the school office. School office personnel will follow the directions the parent choose on the medical information form as to giving their child Ibuprofen, Tylenol, and/or other medications. A phone call will be made to parents who select to be called on the form. In the case of any life-threatening medical emergency, 911 will be immediately called.

When a student needs medical attention while on school property or at a sanctioned school event away from campus, care will be given by staff members or medical personnel will be summoned, with a follow-up call to the parent. Parents will be notified as soon as reasonably possible of any injury occurring to their child.

Fire Drills

Practice fire drills are held each quarter throughout the school year. At the sound of one continuous ring, students are to exit in an orderly manner out of the building to a designated place. After notification by the Administrative Coordinator, students may return to the class room in the same orderly manner. Students must walk in a single-file line. They are expected to refrain from talking, pushing, or running. Each teacher will accompany his/her group.

Intruder Drills

Practice intruder drills will be conducted biannually, at minimum. At the sound of a siren (distinguishable from the fire alarm) students and teachers will lock down the building and every classroom. Law enforcement is simultaneously notified when the drill siren is activated.

Emergency Response

The school has an emergency response plan in case of Fire, Chemical, Biological Emergencies, Bomb Threats and Intruders and Lock Down procedures. If you are interested in reviewing these, a copy will be made available upon request.

STUDENT RULES OF CONDUCT

HCA is designed to provide students with a safe educational facility of Christian learning. Students and staff are expected to abide by specific standards of conduct in order to offer the best environment consistent with this policy.

Students failing to abide by the standards set down by the school shall receive the appropriate sanctions as addressed within this handbook. Parents will be provided a copy of the updated student handbook prior to the start of the school year and it is expected that parents will review the standards with their children.

LOVE/HONOR/RESPECT – These are our core values at HCA

Christians are compelled by Scripture to treat everyone with proper respect and are to show proper deference to those in authority. Such conduct as talking-back and sarcasm addressed to those in authority, complaining, and gossiping are not tolerated. Fighting, name-calling, teasing and taunting will not be tolerated amongst student body. Students failing to abide by reasonable requests by staff members, or intentionally violating rules, will receive appropriate sanctions. Certain continued violations will result in progressive discipline.

Classroom Behavior

Seats are assigned and can only be changed by a teacher. Leaning or sitting on any desk or table is not allowed.

- Do not talk or be out of desk without permission.
- Do not turn around in desk or lean back in chair.
- No activities are to be carried out at the desk that are not directly related to learning or prescribed materials, unless a privilege has been earned and approved by the teacher.
- Raise your hand when you need a teacher's guidance in academic problems.
- Use the **restroom and get drinks during break time**.

Vandalism Defacing

Vandalism goes against our goals of having respect for other people and property. Property which is broken, marked on, or defaced is to be replaced at the expense of the offending student. Teacher and other students' desk, files, vehicles, and the parking area are considered off limits to students during the school day. Discipline will be merited based upon the severity of the offense.

Language

For Christians, it is important that students not only refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Words that substitute curse words are not to be used.

Physical Contact

Kicking, biting, pulling, shoving, hitting, and scratching are not allowed at HCA. We encourage students not to intentionally engage in physical contact with other students except when appropriate as determined by the school. Holding hands, hugging, kissing, and other acts of physical intimacy with the intent of a romantic relationship are not allowed. We encourage our students to be friends with the whole class and school. Dating is not encouraged, as it causes a distraction for both students from their academics and life pursuits.

Cheating/Stealing

Christians should be people of high character. Actions of cheating and stealing are a heart issue which manifests bad character. Students believed to be cheating or stealing will be warned and disciplined appropriately. Parents will be notified and are encouraged to support the school in correcting this character issue.

Worldly Pursuits

Any action which violates state or federal laws will be aggressively addressed and will more than likely lead to expulsion. Rather than demonstrating greed, envy or jealousy, we will encourage students to be encouraging, merciful and gracious towards one another.

Definitions:

For the purpose of this section ***tobacco and tobacco products*** *means: Cigars, cigarettes, pipe tobacco, vaping, e-cigarettes, or smokeless tobacco (chew).*

Alcoholic beverages *and/or possession means:*

Wine, beer, distilled spirits. Possession means physically having or through detectable previous consumption.

Tobacco/Alcohol/Controlled Substances

No student will possess any tobacco product, alcoholic beverage, or illegal controlled substance as defined by Oregon law either on campus or at any school sponsored activity.

Students who take prescription medication issued by a physician will inform school staff of such medication and the dosage and frequency that they are to take the prescription. All medication should be stored and administered in the school office.

NOTE to HIGH SCHOOL STUDENTS

High school students in particular (because of their testimony before the younger children) are expected to adhere to HCA's philosophy and its Christ-centered program.

This includes abstinence from smoking, drugs, alcohol, sex, and any other questionable practices.

DISCIPLINE PROCEDURES

HCA is committed to helping families raise up Christian youth. We are not a corrective institution or an alternative school. Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. We are here to work with the home, but not to take the place of parents.

HCA's goal is to maintain discipline that is **firm, fair, consistent, and tempered with love.** Our staff maintains high standards of behavior in the classroom through kindness, love, and a genuine regard for the student. However, should disciplinary action become necessary, it is firmly carried out, tempered by good judgment and understanding.

Discipline Procedures

Minor Offenses: It is up to the teacher to address behaviors such as talking without permission, incomplete assignments, gum chewing, not working, dress code violations, tardiness, etc. which may result in a consequence prescribed by the teacher and could include lunch/after school detention, reflective essay, lost privileges, or other age appropriate corrections.

Major Offenses: Conduct referrals are given for behaviors such as willful defiance, foul language, attitude problems, fighting, repeated offenses, etc. Discipline for conduct referrals could include extra writing assignments, community service, detention, or suspension depending on the severity of the offense. Parents/guardians **will be** notified for each conduct referral.

Suspension

- Stealing
- Pornography in any form
- Repeated use of profanity
- Repeated cheating
- Causing personal injury to someone or fighting
- Deliberate disobedience/disrespect
- A rebellious spirit which is unchanged after effort by the school staff
- A continued negative attitude and /or bad influence upon other students
- A serious breach of conduct on or off the school grounds, which may have an adverse effect upon fellow students or upon the purpose of the school.
- The school has, at all times, the authority to suspend a student. The reasons which could give cause for suspension are:
- Accumulation of detentions

Expulsion

A student may be expelled from school for the following:

- A serious breach of conduct and/or repeated problems with behavior or academic performance
- Students bringing any dangerous or deadly weapon into the school or school functions
- Students found to be in possession of alcoholic beverages or any illegal controlled substance
- Failure of the parent to be in accord with the disciplinary procedures or policies and running of the school

Procedure:

In such cases, the matter will be referred to the Administrative Team, which makes determination of expulsion. An expelled student may request an appeal to the Pastor through the Administration Team.

During the time of review, the student(s) will be under suspension from school.

If your child comes home complaining of a policy or discipline, please follow this procedure:

Give the staff the benefit of the doubt.

Realize that we have reasons for all rules and that they are enforced without favor.

Support the administration and call us for all the facts.

Withdrawal

When a student's academic achievement or a student's attitude is not in accord with school policies or principles, the student will be placed on probation; both parents/guardians will be called for a conference. If, within a designated time, the administration feels the situation has not changed, parents will be asked to withdraw the student.

THREAT OF HARM ~ PROTECTING STUDENTS

(Mandatory Reporting) Bullying/Cyber Bullying

Bullying—in any form—will not be tolerated on or off school grounds. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and, in many cases, the actual bully. Since the advent of the Internet and personal electronic communication devices, bullying has expanded to include cyber bullying.

Cyber bullying is defined as the use of information and communication technologies—such as e- mail, cell phone, text messages, instant messaging, and defamatory personal web sites and online personal polling sites—to support deliberate, hostile behavior intended to frighten or harm others. Whereas traditional bullying was limited to direct confrontations, cyber bullying can happen anytime and be much more far-reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. To that end, HCA has adopted the following policy to address this abuse of electronic communication technologies, whether the actions occur at school or off campus.

Oregon lawmakers have criminalized the use of computers and computer networks to harass another person. HCA has adopted a similar policy.

Students must follow three basic rules

Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.

Any student who uses a personal communication device (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.

In any instance in which cyber bullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary procedures.

Consequences for Violation

Any violation of these standards shall result in loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by the school administration, or possible prosecution through the judicial system.

Reporting and Investigating

Students and staff are required to report to designated staff any incidents of cyber bullying about which they are aware. Reports may be made anonymously. Designated staff will investigate all reports, using any electronic communications records currently kept by the school, and recommend the school's next course of action.

Physical or Sexual Abuse

Staff members of HCA are reminded that they are lawfully recognized under Oregon law as

Mandatory Reporters

As such, they are legally required to contact law enforcement or the Department of Human Services (DHS) if they are informed by any student, or have reasonable suspicion that any student has been subject to:

- Physical Abuse
- Abandonment or Mental Injury
- Sexual Abuse
- Neglect
- Threat of Harm
- Sexual Harassment

Reporting such abuse is required by law and staff members are reminded that they are subject to civil and/or criminal penalties ***if they fail to make a report.***

Searches for Suspicion of Illegal or Unauthorized Materials

HCA reserves the right to search the student's personal belongings in the event the school suspects the student possesses an unapproved item. A search may be conducted without the student's or the parents' permission and enrolling your child/children at HCA constitutes parental consent to such searches.

Automobiles, lockers and desks will be searched by administrative team member and/or staff member.

If possible, clothing, purses, backpacks, and pockets will be searched by administrative team member and/or staff of the same sex as the student.

Weapons and Threat of Harm

No person or student shall possess or bring any dangerous or deadly weapon as defined by Oregon law onto school property or school functions.

Students bringing any dangerous or deadly weapon into the school or school functions will be sanctioned through either suspension or expulsion.

Exceptions will be made for those persons who are law enforcement officers or in legal possession of an Oregon Concealed Weapons permit.

Students who make verbal or behavioral threats against other students or staff that could be reasonably construed as having the ability to cause death or serious physical injury will immediately be reported to the appropriate law enforcement agency as required by Oregon Revised

Definitions:

For the purpose of this section, deadly and dangerous weapons are defined as follows:

Deadly Weapon:

Any instrument, article or substance specifically designed for, and presently capable of causing death or serious physical injury.

Examples: A loaded handgun, rifle, shotgun, hunting knives.

Dangerous Weapon:

Any instrument, article or substance which under the circumstances used (threatening/unauthorized) is readily capable of causing death or serious physical injury.

Examples: Baseball bats, screwdrivers, etc.

Statutes as required by the ***Threat of Harm*** statutes.

Students making such threats as addressed above will be immediately expelled from school.

DRESS & APPEARANCE STANDARDS

Welcome to the school year! We are excited to partner with you in the teaching and the discipling of your children. The administration team has reviewed the standards for dress for the coming school year. ***Minor changes have been made this year because of the consistent difficulty interpreting and adhering to the standard. As the administrative team we want to be fair, firm & consistent always full of grace. These changes will allow us to do a better job.*** After much discussion and thought and prayer, we decided to allow plain t-shirts as an option for all students. As a Christian school we are trying to stay relevant with the times but also we are aware of the culture and its influence. We walk a fine line between allowing many clothing options at affordable price points but not giving in to every fashion trend and embracing the changing culture. We are trying to be counter-cultural which is difficult! As a result of this, we have chosen to not allow logos or graphics on clothing for all students.

We are trying to avoid logos, graphics and words because we have to police that on a daily basis. We are hoping, by allowing plain T-shirts and Henley's, this will give parents more affordable options. Our main focus is to encourage modesty and appropriateness for a Christian atmosphere.

> *Verses: Do not conform to this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is. His good, pleasing and perfect will. Romans 12:2*
> *For you were bought with a price: therefore glorify God in your body and in your spirit, which are God's. 1 Corinthians 6:20*

Thank you for your understanding and support!

Parents and students have the primary responsibility to understand and adhere to the dress appearance & standards. Our Dress appearance & standards Policy serves to help us focus on learning and teaching while demonstrating a high standard of excellence to our community. Good guidelines for appearance should lie somewhere between the limits of personal freedom and Christian responsibility as Christ followers. Although styles change, some of today's styles are decidedly inappropriate and are unbecoming to a person who wishes to glorify God in all he/she does. A submissive and teachable attitude about appearance is of great importance (1 Peter 3:4). Moderation and modesty (1 Timothy 2:9) are stressed in our dress appearance & standards as we submit ourselves (Ephesians 5:21) to one another as unto the Lord. The "heart" of the dress appearance & standards is to teach submission to the Lord. More often it's not a matter of right vs. wrong but simply a matter of a standard that we have chosen.

Parents, it is your responsibility to see that your student comes to school each day clean and dressed appropriately according to the standard of dress and appearance. If a dress standard is a modesty issue, the student will be required to change their attire or have a parent bring appropriate clothing. We will have some clothing in the office that students can borrow for the day if they are found not within the d & a standards. Regular dress and appearance non-compliance will result in progressive discipline

-Thank you for partnering with us in the discipleship of your students

If you are looking for affordable clothing you can find great options at: Amazon, Walmart, Kohl's, Old Navy & Costco.

Harvest Christian Academy
2026-2027 Dress Appearance & Standards

Girls

Tops – *No lower than 2" below clavicle,* ***No Logos or Graphics***

- Blouses
- Button-Up Shirts
- T-Shirts – Plain or HCA
- Sweatshirts – Plain or HCA
- Sweaters – Plain

Bottoms - ***No Logos or Graphics***– *No Holes or Fraying*

- Jeans
- Khakis
- Slacks
- Capris
- Skirts – *No shorter than 2" Above the Knee*

Dresses– *No shorter than 2" above the knee*

- Modest Length
- No Sleeveless
- Jeggings & Leggings – *OK ONLY under dresses or skirts*

Shoes

- Sandals with heal straps
- Tennis Shoes
- Dress Shoes
- Casual Shoes and Boots

Hair and Piercing

- No unnatural color or extreme style
- No tattoos or body piercings *(only 2 earrings or less, no gauge piercing)*

Boys

Tops – ***No Logos or Graphics***

- Polo Shirts
- Button-Up Shirts
- T-Shirts – Plain or HCA
- Sweatshirts – Plain or HCA
- Sweaters – Plain
- Henley – Plain

Bottoms - ***No Logos or Graphics***– *No Holes or Fraying*

- Jeans
- Khakis
- Slacks
- Seasonal Dress Shorts - *Aug-Oct & April-May*
  Loose Fitting, Cargo Style – *No shorter than 2" Above the Knee*
  No athletic style shorts

Shoes

- Sandals with heal straps
- Tennis Shoes
- Dress Shoes
- Casual Shoes and Boots

Hair and Piercing

- No unnatural color or extreme style
- No tattoos, earrings or body piercings
- Collar Length or shorter in the back
- Above the ears and eyebrows

Please <u>avoid</u> the following:

Logos, graphics, sleeveless shirts, crop-tops, tears or holes in clothing, too tight or too loose clothes, low-fitting shirts, see-through material, undergarments should be covered at all times, slides or flip-flops.

PE DRESS CODE: 7th thru 12th grade students are required to dress down in the HCA PE Uniform.

- PE Uniform –
  - Harvest T-shirts & Shorts with logo. (Theses will be available to order August 15th)
  - Plain T-shirts, Plain Sweatshirts, Plain Sweatpants
  - Athletic shorts *(not shorter than 2" above the knee)*
  - HCA Sweatshirts
  - Modest & Loose Fitting
  - Athletic Shoes

Hats & Jackets are not to be worn inside the building

Personal Appearance: Clean & Neat

A Ministry of Harvest Church

3720 Birch Street Baker City, Oregon 97814

Phone: 541-523-4233

Fax: 541-523-7911

Website: www.bakercityharvest.org

OFFICE HOURS:	**Monday – Thursday**	**7:30 pm – 4:00 pm**
STUDENT HOURS:	**Monday – Thursday**	**8:00 am – 3:30 pm**

Student Agreement Form

1. I choose to be known as a follower of Jesus Christ and to seek him first and foremost.
2. I agree to have a Christ-like and cooperative spirit and promote unity by supporting HCA staff, students, programs and policies as a condition of my enrollment.
3. I have read and agree to uphold and support the standards of HCA as outlined in the Student Handbook.
    - I understand that I have responsibilities in my education and that my effort should be the best that it can be. I agree to the "no fail" policy.
    - I understand that cheating/plagiarism/using AI in my personal work is against policy.
    - I understand and will abide by the dress & appearance standards.
    - I understand and will abide with the code of conduct expected of HCA students both on and off campus.
    - I will respect the rules of the classroom and honor my teacher.
4. I understand the cell phone policy, social media policy and use of tech policy and will abide by such policies.
5. I will promote love, honor and respect as a student of HCA.

Student's name (please print):_____

Signature:_____

Date:_____ Grade:_____