

# STUDENT HANDBOOK

## BUILDING WITH A PURPOSE



LEAD PASTOR  
LEAD TEACHER  
LEAD TEACHER

Pre-School—4<sup>TH</sup> Grade  
5<sup>TH</sup> —12<sup>TH</sup> Grade

BRAD PHILLIPS  
BETTY SPOONER  
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*

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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**.

- ▶ 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



## 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 Sanctification

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**

We encourage students and parents of HCA to regularly attend a Bible believing church and support it with the time, talents and treasures that God has given you.

## **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).

The logo for the National Association of Private Schools (NAPS) is a rounded rectangular box with an orange gradient background and a thin black border. The text "National Association of Private Schools" is centered within the box in a black, sans-serif font.

National  
Association of  
Private Schools

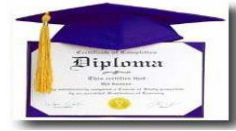
### Transfers Back to State Accredited Schools

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 proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

## **Parental Involvement**

Parent orientation is required attendance before the first day of school. 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 Pensacola University 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.

Seniors who would like go to a modified school schedule will need to fill out a “Modified Class Schedule” form and have it approved by the administrative team.

## Off-Campus Work Release

High school students must maintain the following requirements in order to be excused early for outside work: This must be approved by the administrative team prior to each quarter.

- ▶ Minimum attendance of five hours per day until graduation.
  
- ▶ A letter from the prospective employer. The letter must state the name of student, hours required to work, and job description.
  
- ▶ Job must correspond with a “course of study” in the school.

## 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 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**

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.

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## 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.

### New Enrollment & Re-Enrollment policy

Student re-enrollment is March 1<sup>st</sup> -March 31<sup>st</sup>. The re- enrollment fee is \$50 per student. After April 1<sup>st</sup> 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.

PREPARE	
RE ENROLLMENT DURING MONTH OF MARCH	TO SAVE YOUR PLACE \$50.00

A modified schedule will not change the tuition fee schedule for the school year unless a prior arrangement with the Administrative Coordinator for one or two classes needed to graduate is agreed upon. 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

### Absences

A written excuse signed by a parent or guardian or a phone call must be presented to the office when the student returns to school after an absence. If the absence is foreseeable, a note should be sent in

*advance*. Doctor, dental, music and other appointments should be scheduled after-school hours or on Fridays if possible.

Absences other than for illness or emergencies will be excused only if arrangements are made in advance with the school, and if the student is sufficiently advanced in his/her work.

**Five (5) unexcused ABSENCES in one quarter**

A conference with the student and his/her parents will be held if there are five absences in one quarter that are not excused.

**Six (6) or more unexcused ABSENCES in one quarter**

A second conference with student and his/her parents will be required if the unexcused absences continues. The purpose of the meeting will be to discuss the option of un- enrollment and what direction needs to be taken. This decision will be made by the Administrative team and the parents.

**Eight (8) excused ABSENCES in one quarter**

A conference with the student and his/her parents will be held if there are eight absences in one quarter that are excused. In the case where absences where prearranged this would not apply. There may need to be an additional fee to compensate the staff for extra time.

## **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.

**Five (5) unexcused TARDIES in one quarter**



A conference with the student and his/her parents will be held if there are five instances of unexcused tardiness in one quarter.

**Six (6) or more unexcused TARDIES in one quarter**

Six or more tardiness will automatically become an UNEXCUSED ABSENCE.

**Ten (10) excused TARDIES in one Quarter**

A conference with the student and his/her parents will be held if there are ten instances of excused tardiness in one quarter.

## **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, 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, 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.

Cell phones are to be **left off and placed in your bag or locker during school hours.** They are to be used before or after school only. **Texting is not allowed during school hours.** *Abuse of this privilege will constitute the cell phone being removed from the student's possession and placed in the office to be picked up by the parent.*

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.

## **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**

Students may bring a sack lunch or partake of the school lunch program. All school lunches are to be paid prior to lunch time. Food is not allowed in the gym or halls. Put all trash in wastebaskets. Students share the responsibility of serving and cleaning up after lunch and may 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 rare circumstances we may

use Alpha Omega Publications (AOP), and in some cases Accelerated Christian Education (A.C.E.) curriculum, because these allow for remedial work.

## **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. You can keep up-to-date with student's grades and assignments by logging in to ALMA at <https://hca.getalma.com/>. The Administrative Coordinator will email you a link with instructions on how to activate your Alma account. Report cards will be emailed to you following each nine-week period. We will gladly print a paper copy for you upon request.

## **Physical Education**

It is a state requirement and 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 there is not enough class time. 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 behavior rules in order to offer the best environment consistent with this policy.

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

### **Respect**

Christians are supposed 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 consequences.

## **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.
- ▶ Raise your hand when you need a teacher's guidance in academic problems.
- ▶ Use the **restroom and get drinks during break time.**

## **Vandalism**

Vandalism goes against our goals of having respect for other people and property. Any property damaged, vandalized, written on or ruined will be replaced by the offending student. Discipline will be merited based upon the severity of the offense.

## **Language**

For Christians, it is desirable 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.

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### 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

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### **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 regulations 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.**

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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 CODE

Welcome to school year! We are excited to partner with you in the teaching and the discipling of your children. The administration team has reviewed the dress code for the coming school year. After much discussion and thought we decided to allow 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 graphics on clothing for all students. They are able to wear patterns and brand logos (examples: Nike, Adidas, Under Armor, etc).

We are trying to avoid graphics and words because we have to police that on a daily basis.

We are hoping, by allowing 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 code. Our Dress Code 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 code as we submit ourselves (Ephesians 5:21) to one another as unto the Lord. The "heart" of the dress code 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 dressed appropriately according to this dress code.** If a dress code violation is a modesty issue, the student will be required to change their attire or have a parent bring appropriate clothing. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered as unexcused absences. Repeated violations will be considered "defiance" and will be handled as a disciplinary issue.



## DRESS CODE (ALL GRADES)

### GIRLS

#### TOPS

- Blouses
- Button-Up Shirts
- T-Shirts
- Sweatshirts
- Sweaters



#### BOTTOMS

- Jeans
- Khakis
- Slacks
- Capris

#### DRESSES

- Modest Length
- No-sleeveless
- Jeggings and Leggings **OK ONLY** under dresses or skirts

#### SHOES

- Sandals with heel 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)

#### Please avoid the following:

Graphics, sleeveless shirts, crop-tops, holey clothes, too tight or too loose clothes, low-fitting shirts, see-through material, undergarments should be covered at all times, slides or flip-flops.

Logos that promote: drugs, alcohol, sorcery, offensive language, skull and crossbones, inappropriate language or sexual themes.

#### PE DRESS CODE: Fifth Grade thru High School students are required to dress down.

Athletic T-Shirts and Sweatshirts can have brand logo, but no graphics. Athletic-style shorts must be mid-thigh or longer. Leggings can be worn only under athletic style shorts. Please refrain from tight fitting clothes. Athletic shoes for running and jumping.

### BOYS

#### TOPS

- Polo Shirts
- Button-Up shirts
- T-Shirts
- Sweatshirts
- Sweaters
- Henley



#### BOTTOMS

- Jeans
- Khakis
- Slacks
- Seasonal dress shorts – modest length  
No athletic style shorts ~ August thru October & April thru June

#### SHOES

- Sandals with heel straps
- Tennis Shoes
- Dress Shoes
- Casual Shoes & Boots

#### HAIR AND PIERCING

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

# HARVEST CHRISTIAN ACADEMY

A Ministry of Harvest Church

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Phone: 541-523-4233

Fax: 541-523-7911

email: [lorrie@bakercityharvest.org](mailto:lorrie@bakercityharvest.org)

Website: [www.bakercityharvest.org](http://www.bakercityharvest.org)

<b>OFFICE HOURS:</b>	<b>Monday – Thursday</b>	<b>7:30 pm – 4:00 pm</b>
<b>STUDENT HOURS:</b>	<b>Monday – Thursday</b>	<b>8:00 am – 3:30 pm</b>