



HARVEST
CHRISTIAN ACADEMY

Student and Parent Handbook
2023-2024

Dear Parents and Students,

I would like to welcome you and thank you for choosing Harvest Christian Academy. HCA has a rich heritage of providing excellent academic results because of the Biblical foundation that creates an environment where students can flourish.

The purpose of this parent and student handbook is to communicate how the school functions in an effort to ensure your child's success. Please read the handbook carefully. If you have any questions, please contact the School Office so that we can serve you better.

The staff of HCA is guided by three core values that govern our daily actions and long-term aspirations. These core values are:

- Challenging academics
- Christian environment
- Life mentorship

We are so grateful for the opportunity to partner with you and your family. Please don't hesitate to contact us if we can help you in any way. We look forward to serving you throughout the year.

Sincerely,

Dr. Neal Ring
HCA Administrator

TABLE OF CONTENTS

Section 1.....	1
An Introduction to HCA	1
HCA Mission Statement	2
Philosophy	2
Statement of Faith.....	2
History of HCA.....	4
Section 2.....	5
General Campus life	5
Enrollment Process	6
Student Visa.....	7
Custody Arrangements	7
Account Payments	7
Tax Information	8
Withdrawals.....	8
Re-Enrollment Process	8
Regular School Day Times of Operation.....	9
Attendance	10
Make-Up Work.....	12
Tardy to School.....	13
Uniforms	14
Haircuts.....	17
Accessories	18
School Supplies.....	19
Electronic Devices	22
School Communication with Parents.....	22
How to Handle Problems.....	23
High School Student Life Council and Clubs.....	23
Section 3.....	25
Homework and Grades	25
Curriculum	26
Homework	26
Report Card and Grading Scale	27
Online Classes.....	28
End-of-the-Year Awards.....	28
Academic Probation.....	28

Discipline at HCA..... 30
 Legal Rights of HCA 31
 Child Abuse Policy 31
 Bullying, Harassment and Intimidation Policy..... 32
 Classroom Ethics 34
 Relationships Between Young Men and Women 35
 Preschool-Third Grade Discipline 36
 Fourth-Sixth Grade Discipline..... 36
 Seventh-Twelfth Grade Discipline 37
 Discipline Record Listing 38
 Disciplinary Action Thresholds 39
 Detention Hall Details..... 39
 Probation Details..... 39
 Suspension Details 40
 Rule Changes 41
Section 5..... 42
Miscellaneous 42
 Bible..... 43
 Music Lessons..... 43
 Tutoring 43
 Sports 43
 Administration of Medication..... 44
 Student Illnesses 44
 Student Accidents 45
 Library 46
 Lost and Found 47
 Lunches and Cafeteria 47
 HeBrews Worldwide Café and Bookstore (HUB)..... 49
 Parent Conferences 49
 Parents on Campus..... 49
 Student Photos 50
 Student Drivers 50
 KHMGM 88.1 FM 51
 Typhoons/Inclement Weather..... 51
 Upper/Lower Car Line..... 53

SECTION 1

AN INTRODUCTION TO HCA

HCA MISSION STATEMENT

Harvest Christian Academy exists to glorify God by helping students develop a heart for God while providing a quality education in a Christian environment.

PHILOSOPHY

Proverbs 9:10 “The fear of the Lord is the beginning of wisdom: and the knowledge of the holy is understanding.”

We believe that each student is made in the image of God and should have the opportunity to develop his or her potential under the supervision of a caring staff who are academically competent, professionally prepared, and spiritually dedicated.

Our main three goals at HCA are to provide: Challenging Academics, Life Mentorship, and a Christian Environment.

HCA teachers emphasize self-discipline, individual responsibility, personal integrity, and good citizenship. Our desire is to help young people take the next step in their lives mentally, socially, physically, and spiritually. Each subject is taught from a Biblical worldview. The Bible is used in each course as a source of infallible truth.

Individual needs and differences demand a variety of instructional methods and approaches. We are committed to investing in the academic and personal growth of each student. Communication with parents is the key to monitoring and improving each child's development as we partner together with your family.

STATEMENT OF FAITH

We believe:

That the Bible is God's Word given to man.

The Bible is exactly what He wants us to know about Him. It has in it everything we need for this life and the next life. God made no mistakes when He gave us His Word (2 Timothy 3:16-17).

That there is only one true God. He has always been and will always be God the Father, Son, and the Holy Spirit. He is the Creator of everything. He spoke and the universe was formed. He is our Maker and He provides for our every need (*Exodus 20:1-6; Acts 17:24-28*).

That Jesus Christ is God the Son and died on the cross for the sins of mankind. He was living with the Father from eternity past. He was born as a human baby to Mary His mother, without any human father. He lived a perfect life and never sinned, and then He died in humanity's place for our sin. Before He returned to heaven, He promised that He will come back to earth again and take His family to be with Him forever (*John 1:1-14; 3:16; Acts 1:11*).

That the Bible's view of all human beings is fully true. God made the first man without sin in His own image (likeness). He loved that man and put him in a perfect garden where He could spend time with His friend every day. In that garden, He also gave that man a test of his obedience. The man failed the test by disobeying his Maker and was not only put out of the perfect garden, but became a sinful creature who died in his spirit immediately and began to die in his body that same day. Because the first man sinned, all of his children now have a very bad problem. We are all sinful, and in our spiritually dead condition we are away from God and no longer have friendship with Him. Because Jesus died for our sins we can now have God's forgiveness. Now the Holy Spirit invites all sinful humans to trust in Jesus' gracious payment for their sins. Now we can be God's friends again (*Romans 3:23, 5:12, 5:8-9*).

That we believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. (*Gen 1:26-27*.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*1 Cor 6:18; 7:2-5; Heb 13:4*.) We believe that God has commanded that no intimate sexual activity be engaged in outside

of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

That we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Harvest Ministries.

That all those who believe that Jesus Christ is the only way to eternal life, and ask Him to be their Savior have a special family relationship with God. All those who have this family relationship have a new purpose for living. They now desire to live for God. Because of their family resemblance they no longer fit into the world. Now loving and serving their Father is important. They no longer want to live the way they did before they were born into God's family. Now they want to share their wonderful lives with others and freely tell them of their trust in Jesus Christ (*John 1:12; Ephesians 2:1-10; Acts 4:12; John 14:6*).

HISTORY OF HCA

Harvest Christian Academy was started by Harvest Baptist Church as an outreach to our community in 1975. The school began as a small independent study program with less than 30 students and has grown over the years to include 40 classrooms from K3-12th grade. Traditional classrooms have been introduced over the years, and we have multiple sections of each grade for K3-12th. The fall of 2023 marks the beginning of our 48th year. We are excited to see what new things are in store for the year ahead!

SECTION 2

GENERAL CAMPUS LIFE

ENROLLMENT PROCESS

Parents should call and schedule an interview with the principal to discuss school policies and procedures. All new students must have an appointment with the principal. Parents must complete an application, provide a passport or birth certificate (for K3-K5), a current report card, a copy of the last standardized test results (2nd-12th grades) and immunization record at the time of the interview. The principal may ask the prospective student to take a placement test. For students entering 9th-12th grades, the guidance counselor will need to verify credits and determine an appropriate class schedule to finalize enrollment. Upon administrative approval, parents may submit the completed enrollment forms and fee to the School Office. Students may transfer in to Harvest in the middle of the year if there is room in the grade level, and providing that classes match well enough to provide credit for the full year.

See the Schedule of Fees form for all financial details.

All new students are required by Public Health to have a negative PPD skin test result within one year of the start date of school when transferring from another school on Guam or within six months when transferring from off-island. All immunizations must be up-to-date. See Immunizations section for medical record requirements.

HCA does not deny admission to any student because of race or ethnic background. We currently have a Specialized Learning Center that can provide minimal assistance to students with a learning disability. We do not have the resources to assist students in need of behavioral modification.

STUDENT VISA

Students who are in the process of applying for the F-1 student visa may not attend school until their visa is approved. All accounts must remain fully paid each month for the student visa to remain valid. Students under the age of 18 must be living with an approved adult guardian if their parents do not live on island. Please inform your child's principal of your arrangements if the parent/guardian will be off island for more than 2 days. Please speak with the School Office about the necessary documentation and fees.

CUSTODY ARRANGEMENTS

HCA must follow the directives of the family court regarding custodial arrangements. Parents must provide the school with all court documents delineating custodial arrangements. Parents should refrain from involving school personnel in custody disputes. The school is not responsible for the collection of tuition and fees from a second party.

ACCOUNT PAYMENTS

The School Office sends statements home before the first day of each month. If parents do not receive their statements, it is their responsibility to contact the School Office before the payment is due. If the payment is not made by the tenth day of each month, a late payment fee of \$50 will be applied.

Families who have an account that is over one month past due will not be allowed to charge to the account until the balance is paid in full.

Families who have an account that is over two months past due will be asked to withdraw their children from school unless a payment plan is approved by administration.

TAX INFORMATION

Parents need to keep all receipts for tax purposes. Upon request the school can provide parents with a full statement for the calendar year. Questions should be directed to the School Office.

WITHDRAWALS

The parent or guardian must meet with the appropriate principal at least two days before the withdrawal date. Each withdrawal will be reviewed by the administration. A \$500 withdrawal fee will be charged to each student. A parent who decides to withdraw his/her child during the first three months of a semester will be liable for the remainder of the semester's tuition in addition to the withdrawal fee. If a student is withdrawn after October 31 of first semester or March 31 of second semester, the \$500 withdrawal fee, as well as the current month's tuition will be applied.

The Textbook and Resource fee is due in full regardless of the withdrawal date. School records cannot be released until the student's account is cleared.

RE-ENROLLMENT PROCESS

Each February, re-enrollment information is sent home. Students are considered re-enrolled (\$200 re-enrollment fee; \$350 for international students) unless parents "opt out" of re-enrollment. After that time, the re-enrollment fee increases to \$300 (\$500 for international students). A review is done at the end of the school year for academic completion, disciplinary probation, and account status to finalize re-enrollment for the next school year.

REGULAR SCHOOL DAY TIMES OF OPERATION

7:15 a.m.	Early Morning Care: <ul style="list-style-type: none"> • K3-3rd grade wait on the benches outside their classrooms • 4th-12th grade may wait in the cafeteria.
7:30 a.m.	K3-3 rd grade classes open
7:40 a.m.	4 th -6 th grade classes open
8:00 a.m.	7 th -12 th grade classes open
7:45 a.m.	K3-3 rd grade classes begin
8:00 a.m.	4 th -6 th grade classes begin (4 th -6 th grades released from cafeteria at 7:40 a.m.)
8:10 a.m.	7 th -12 th grade classes begin (Students released from cafeteria at 8:00 a.m.)
2:00-2:30 p.m.	K3-1 st grade Car Line – In front of the ELC (Students go to Extended Care at 2:30 p.m.)
2:15-2:45 p.m.	2 nd -4 th grade Car Line – In front of the HUB (Students go to Extended Care at 2:45 p.m.)
2:45-3:15 p.m.	5 th -6 th grade Car Line – In front of the HUB (Students go to Extended Care at 3:15 p.m.)
3:15-3:45 p.m.	7 th -12 th grade Car Line – In front of the HUB (Students go to Extended Care at 3:45 p.m.)

Early Morning Care

In order to ensure the supervision and safety of our students, Early Morning Care will be provided for 4th-12th grade in the Cafeteria beginning at 7:15 a.m. K3-3rd grade students should proceed directly to their classrooms and wait until their classroom is open. Students may not be dropped off before this time. Students may not wander the campus; they must go to the cafeteria (4th-12th) until released to class. 7th-12th grade students may sit at the tables under the white tent outside the cafeteria until 8:10 a.m.

Extended Care

HCA provides Extended Care after school dismissal until **5:30 p.m.** Once students are checked into Extended Care, there is a 15-minute grace period before charges begin. After carline, teachers must place **all** students in Extended Care for safety reasons. Parents are required to sign out their child(ren) when they pick them up (K3-1st @ ELC and 2nd-12th in front of the HUB). A high

school aged sibling may sign out a student ONLY if he/she is the one driving home; otherwise, a parent must sign them out. Junior high/high school aged siblings may sign out students from the ELC **only** if their ride is on campus. Elementary students may bring a change of Harvest approved clothing for outdoor playtime if desired. Students may not play on the playground during extended care hours unless they are signed in to extended care.

Those involved in after-school activities have a 15-minute grace period in which to be picked up from Extended Care. Siblings of those students, however, will be charged the regular Extended Care fees. Please refer to the Schedule of Fees for Extended Care daily and monthly rates.

Any student who has not been picked up during car line must go to Extended Care until signed out by his/her parents, including students who are finished with tutoring, testing, detention, computer lab, library, band, drama, sports, etc. Any student who wishes to attend a home game after school and is on campus, must be signed in to extended care until 30 minutes before the game begins. Students may not wait after school until a concert or a drama production because extended care ends at 5:30 p.m. and performances usually start much later in the evening.

ATTENDANCE

Regular school attendance is essential to successful class work. Sporadic attendance causes children to drop behind in their work and endangers their academic progress. Guam law requires students to attend school. In the event a student must miss part or all of a school day, the parent must notify the School Office **on the day of the absence** by stating the reason of the absence.

The following will constitute valid excuses for absences:

- Illness or injury
- Death of immediate family
- Medical or dental appointment
- Religious observance
- Court or administrative proceeding
- Educational opportunity
- Approved family travel off-island
- Approved athletic team off-island travel

Unexcused Absences

Students who have 5 unexcused absences per semester will have a required meeting with the Principal and parents. Once a student reaches 10 unexcused absences, he/she will be considered truant and may not receive credit for that semester. A decision will be made if he/she can continue as a student the following semester.

If parents do not communicate with the office about an excused absence or if the absence is not excused, the project which was due on that day will have an automatic late penalty. Quizzes and tests will also have an automatic penalty when the absence is unexcused. If students are absent the day before a test/project, they must be prepared to do all assigned work unless the parents communicate directly with their child's teacher(s). **The excuse must be reported to the School Office prior to or on the day the student is absent.**

Excused Absences

Students who have 10 excused absences that have not had administrative approval will have a required meeting with the principal and parents. Medical excuses for further absences may be required once a student has reached this level.

K5-8th grade students may not have more than 10 days of excused absence per semester, unless additional days have been approved by the principal.

9th-12th grade students who are absent 10 days per semester for any individual Mon.-Fri. class may not receive credit for that quarter unless additional days have been approved by the principal. A student is considered “absent” if they are more than 15 minutes late to class without a teacher’s excuse. These absences include excused and unexcused.

A student signing in after 11:45 a.m. or out before 11:45 a.m. is considered absent for that school day. Excuses, signed by the parent, must be submitted even when a student is absent for part of the day.

Attendance and Athletics

In compliance with the IIAAG league, the following guideline is in place to assist student athletes in understanding the importance of school attendance:

- If a student is absent from school (missing ½ or more of the school day) on the day of a game or practice, he/she may not play.

Extended Absences

Parents may request an excused absence of special nature (weddings, college graduations, travel, off-island athletic competition, etc.) for their child. For parent-initiated absences of ten (10) days or more the student must receive academic clearance from the principal. Students should have acceptable academics. Notice of parent-initiated absences should be given to the teacher prior to the absence so that arrangements can be made for students to make up work, quizzes, tests, etc.

MAKE-UP WORK

Make-up work for excused absences will be determined by each individual teacher. For extended absences parents are encouraged to access assignments on the Family Portal (FACTS) for 1st-3rd grade and Schoology for 4th-12th grade so that the child may complete them at home. In the case of an absence due to out-of-town travel, work may be given to the child to complete in

advance. Generally, a student is given one extra day for each excused absence to complete assignments.

Homework Requests

Homework assignments for 1st-6th grades will be given on a Weekly Outlook as well as recorded daily in student agendas. 7th-12th grade assignments will be posted on Schoology as well as recorded daily in student agendas. Parents should call the School Office by **10:00 a.m.** to request books for their child. The books will be delivered to the School Office by 3:15 p.m.

TARDY TO SCHOOL

Punctuality is a character trait that HCA seeks to develop in its students. The tardiness of one individual can disrupt an entire class and make it difficult for the teacher to complete attendance records before beginning class. Therefore, we encourage parents to assist their children to be prompt in arriving to and departing from school. 10 tardies for any reason will equal one day's absence.

Excused tardiness to school may be necessary at times but should not become habitual. Examples of excused tardiness include medical/dental appointments, illness, and inclement weather conditions. Students must provide documentation from the doctor's or dentist's office verifying appointments that cause tardiness.

For all grades, a student is tardy when not present at the beginning of class. The teacher will contact parents if tardiness becomes a consistent issue. In 4th-6th grades, morning assignments (homework, quizzes, tests) that a student misses due to an unexcused tardy are assigned the normal 10% late penalty.

For 7th-12th grades, a student is considered tardy when not present in class at 8:15 a.m.

A student arriving after 15 minutes past their start time for their grade level, must proceed to the School Office to check-in. Students will receive a tardy slip at this time. If they do not check

in at the office, they will be marked absent for the day. The School Office will determine whether the tardy is considered excused or unexcused. Tardiness to class will be counted as a disciplinary issue (please see discipline section).

Early Dismissals

The early dismissal of students is discouraged. Whenever possible, medical or dental appointments should be made after school hours or on non-school days. When it becomes necessary for the parent to take a child out of class early for appointments or other reasons, parents must sign out the student in the School Office.

For students in K3-6th grades, parents should send a note or e-mail early in the day so that the teacher can anticipate when to dismiss the student from class.

Student drivers may sign themselves out at the School Office if they show parental permission to do so.

Permission to Walk Home

If a student lives close to Harvest, parents must give written permission for the student to walk home if the child is in 6th grade or above, or if the child walks home with a sibling who is in at least 6th grade.

UNIFORMS

The purpose of a uniform dress code is to promote an orderly, academically-oriented environment free from any unnecessary distractions. **All shorts, pants, skirts, jackets, and outerwear worn at school must be purchased in the HCA Uniform Store.** Students arriving at school must be in an HCA uniform. HCA reserves the right to ask a student to change or modify his/her uniform at its discretion or to purchase a replacement for ill-fitting or damaged items.

K3-6th Grade

Skirts

K3-6th grade girls must wear HCA skirts. The length must touch the top of the knee. Skirts must be loose and well-fitting. At no time should the waistband be rolled or the interior shorts removed.

Shorts

K3-6th grade boys must wear HCA shorts.

Shirts

K3-6th grade students must wear HCA polo shirt with the lowest button buttoned at all times. Shirts are designed to be worn tucked in or out.

Shoes

The administration recommends athletic shoes for elementary students but permits casual shoes of other styles. Cleats, sandals, zories and shoes with open heels/ toes are not acceptable. For hygienic reasons all students must wear socks.

7th-12th Grade

Skirts

7th-12th grade girls must wear HCA Skirts. The length must touch the top of knee. Skirts must be loose and well-fitting. At no time should the waistband be rolled or the interior shorts removed.

Pants

7th-12th grade boys must wear HCA pants.

Shirts

7th-12th grade girls and boys must wear the HCA polo shirt. Shirts are designed to be worn tucked in or out. The lowest button should be buttoned at all times.

Shoes

Students are allowed to wear casual shoes or athletic shoes for classroom time. Cleats, sandals, zories and shoes with open heels/toes are not acceptable. For hygienic reasons all students must wear socks. A note from the nurse is required if a change in footwear is needed because of sports injuries or medical reasons.

K3-12th Grade

Jackets/Outerwear

If a student wears an HCA jacket or outerwear, he/she must wear an HCA polo underneath. Hoods on HCA sweatshirts should not be worn while a student is inside a building. Senior hoodies from previous years are not considered a part of the approved uniform.

Shirts/hoodies from clubs or athletic groups may not be worn as uniforms, unless approved by administration.

P.E. Uniforms

All students in 1st-10th grades will be involved in P.E. and must purchase a P.E. uniform in the Uniform Store. In order to participate in P.E., girls and boys must wear athletic shoes. P.E. shorts must meet the finger-tip guideline for boys and girls (student should be able to stand straight, arms by their side, and not have their fingertips reach past their shorts). This same rule applies for student-athletes as they participate in HCA sports practices.

Special Day Attire

During special class events, Spirit Week, field trips or school-wide activities that call for non-uniform clothing, modesty (not drawing attention to one's physical features) is always a priority. Please refer to the following guidelines for special day attire:

- Harvest T-shirts must be worn for 7th-12th grade special activities (e.g. Spirit Week, Field Day, senior shirts, 5K, Harvest Eagles). They should not be cut or ripped.
- Clothing should be modestly loose, not clingy or form-fitting.
- Skirt and short length is the same as uniform standards.
- Athletic pants, loose-fitting pants/jeans, or capris should be worn when appropriate. Leggings may only be worn with a knee length dress.
- Words on shirts or hats should be appropriate and not offensive.

If the guidelines are not followed, students will be asked to call their parents to bring a new set of clothes or will need to purchase a new uniform in the Uniform Store.

Dress at HCA Games, Concerts and Programs

Students should be aware that they are representing HCA anytime they are attending a school event, whether on or off campus even after school hours. We kindly ask that students abide by school standards for modesty (loose-fitting/length) and appropriateness while attending any school event.

HAIRCUTS

Male students must be clean-shaven each day. Boys must have a neat, professional-looking haircut with no hair touching the eyebrows, ears or collar. Sideburns must be trimmed no lower than the opening of the ear. We ask that students not have shaved lines in their hair. Hairstyles that mimic extreme or messy styles are not allowed. Examples include spiked, tangled, mohawk, fauxhawk, man buns, or disheveled hairstyles. Each year new trends will occur – the administration will evaluate to determine appropriateness. If hair is dyed, it must be a natural color.

Homeroom teachers will check on a weekly basis and inform parents that a boy's hair needs to be cut by a certain deadline (usually within three days).

Girls must have a neat appearance. Girls may dye their hair in natural colors. Subtle highlighting is allowed, but students are asked to avoid unnaturally colored highlights (pink, red, green, blue, etc.) or extreme contrasting blocks of color.

HCA reserves the right to ask a student to change his/her hairstyle at its discretion.

ACCESSORIES

The overriding principle is that any uniform/accessory should not draw undue attention to oneself or be distracting to others. Styles that imitate or are associated with extreme styles are inappropriate.

Jewelry and Makeup

Girls may wear simple necklaces, bracelets and earrings. Body piercings or excessive earrings are not allowed (e.g. inside ear, eyebrow, nose, etc.). Girls in 7th-12th grades may wear a modest amount of makeup.

Boys may wear a watch, ring, necklace and simple bracelet; however, earrings (including clear spacers) are not appropriate for school (any time on campus) or school events (sports, concerts, etc). Any necklace worn should be inconspicuous and tucked inside the shirt.

Tattoos

Students may not have tattoos or body markings that are visible – whether temporary or permanent.

Hats/Caps

Hats and caps may be worn before school, after school, during break and during P.E. class. They should not be worn inside a building and must be kept in a locker or backpack during and between classes.

SCHOOL SUPPLIES

The principle of discretion should be used in selecting backpacks, lunch boxes, book bags, etc. They should be conservative and tasteful in nature and devoid of inappropriate advertisements, and suggestive, or immodest characters – whether real or animated. Some accessories may have a moral tone that conflicts with the mission and purpose of HCA and, for that reason, may not be allowed. We encourage you to contact the School Office if you have any questions.

For junior and senior high students, notebooks, lockers, bags and agendas must be free of any pictures, symbols or writing that conflict with the mission and purpose of HCA. These include fashion and pop culture magazines and other extreme trends.

Prohibited Items

Students should not bring the following types of items to school or to any school activity unless by teacher request. Many of these items are appropriate in other contexts but are inappropriate for a school setting.

Distracting or non-threatening items will be taken by the teacher and will be returned to the student or parents at the end of the school day. Depending on the situation, the student will be subject to disciplinary action. These items include:

- Skateboards
- Guitars and Ukles (outside of break/recess)
- Headphones/earbuds
- Electronic devices – used without teacher approval

Dangerous and destructive items will be confiscated, and disciplinary actions will immediately follow. Depending on the situation and Guam law, suspension, expulsion and arrest are possible results. These items include:

- Fireworks
- Laser Pointers
- Matches/lighters
- Vapes/E-cigs
- Drugs or drug paraphernalia
- Alcohol
- Any type of gun
- Weapons/knives
- Explosive devices

Note: Threats involving the use or possession of these items will be treated as actual possession.

Inappropriate Materials

Printed materials and digital formats that have abusive, profane, provocative, irreligious or blasphemous content are not allowed at school and will be confiscated if found. Parents will be required to pick up the items from the office.

Websites

A student should not post vulgar language, inappropriate themes, threats or other offensive material (this includes negative postings about another student or a staff member) on his/her web page, blog or social network (for example: *Facebook, Twitter, Instagram and apps like Snapchat or WhatsApp*). Students should be reminded that anything posted online is public domain and would be similar to an advertisement in a newspaper. Parents will be contacted by a teacher or a member of the Discipline Council if HCA becomes aware of any of the above issues. If necessary, disciplinary action may be taken.

We encourage parents to regularly monitor their child's online activity; if you have questions about how to get involved, please contact the School Office.

Lockers

The 5th-12th grade students are each assigned a locker. Students should not bring personal valuables or money to be stored in HCA lockers. 5th and 6th grade are not allowed locks; lockers are only for textbooks and basic school supplies. 7th-12th grade will have locks. Students should not share lockers or combinations. Each student is responsible for his/her own locker and possessions. 7th-12th grade lockers should be locked at all times. A replacement fee will be charged to any student who jams, destroys or alters his/her lock.

The 7th-12th grade students are encouraged to use a lock for P.E. class to lock all personal items in a gym locker during the class period. This also applies to all students involved in any HCA sports programs after school (including 6th grade participating in the IIAAG league).

Care of school and personal property

Respect for the property of the church, school and others is expected. If a student should damage or break something, whether intentionally or accidentally, he/she will be expected to replace the damaged item. We desire that our student body help in keeping our school clean and in good condition. Students should report any broken equipment to a teacher or the office.

We encourage students to not bring expensive electronics, large amounts of cash or other valuables to school. The school is not responsible for missing or stolen items. Students or parents should notify the office of any missing items so that, if the items are located, they can be returned to the owner.

Students are not permitted to buy or sell personal items at school.

ELECTRONIC DEVICES

HCA is committed to the appropriate usage of technology in education to benefit your child. In order to maintain a consistent educational focus, we ask that students adhere to the following guidelines:

- During class, lunch and break students must have teacher permission to use any electronic device (iPad, cell phone, tablet, e-reader, laptop, etc...).
- Any electronic device that is used without permission may be taken to the office to be picked up after school. Demerits may also be recorded.
- Students should not use personal earbuds or headphones on campus at any time.
- Any electronic device that is used to access inappropriate material at any time on campus will be taken to the office, and the Discipline Council will decide appropriate disciplinary action.
- Any use of an electronic device during any academic assessment (quiz or test) will be considered as cheating. (Exception: electronic translators may be used for ESL students with teacher approval.)

SCHOOL COMMUNICATION WITH PARENTS

Teachers and administration will email and/or call parents for various reasons. We ask that you let the School Office know your current email and phone information. Please respond to each individual email from a teacher so that we know that contact has been made. Our goal is to keep parents informed and involved during the entire educational process. Please feel free to request a conference by either contacting your child's teacher directly or by calling the School Office.

Our online communication software, FACTS, allows parents to see and track many things concerning their child including the documentation of grades, attendance, billing details and any discipline offenses. All parents are required to have a working

email on file with the School Office so that communication can be more effective.

HOW TO HANDLE PROBLEMS

Colossians 3:12-15

Please follow these guidelines when dealing with a problem:

- Students should not discuss a discipline problem with a teacher in front of other students.
- The student may go to the teacher after the class and ask to discuss the problem privately.
- The student may discuss the problem with his parents and ask the parents to arrange a conference with the teacher.
- Please do not discuss the problem with any other parents since they may not understand.
- If possible, contact the teacher for an appointment to discuss the problem.
- In general, it is best to go to the person who is involved with the problem first, rather than the administration or pastor.
- The administration will be happy to talk to you about any problem, but you may solve it more quickly if you go to the teacher first.
- Remember that when you come to us with a problem, you are helping us. You may very well be telling us about something of which we were unaware that needs attention. Don't hesitate to talk to us about anything.
- If you are not able to get the problem solved, you may call the school and request a conference with the principal.
- If you are not satisfied with the principal's decision, you may request a conference with the school administrator.

HIGH SCHOOL STUDENT LIFE COUNCIL AND CLUBS

The goal of the Student Life Council is to encourage student leadership among our high school students while developing the social dimensions of our students. Four students are elected each year to represent their grade level and help organize events. The

Student Life Council sponsors a variety of events throughout the school year to build class rapport, school spirit, and community relationships.

Clubs are organized to provide student leadership as well as opportunities for our student body to be involved in activities that relate to our community. Regular club meetings are during lunch/break, and activities are scheduled after school.

SECTION 3

HOMWORK AND GRADES

CURRICULUM

Harvest has chosen curriculum to use as one of the tools for the teacher to use for instruction. Our curriculum is chosen with the following standards in mind: Biblical Worldview, emphasis on critical thinking, approval for AP level classes, close alignment to standards.

HOMEWORK

Homework is both appropriate in an academic setting and useful in developing the whole person. HCA uses homework to apply what has been taught to unique situations outside the classroom and to give feedback about a student's mastery of concepts. In the upper levels reading/video assignments are given to aid intelligent discussion in future class periods. The whole person of the student is addressed in a broader sense when he/she is required to learn self-discipline, manage his/her time and meet deadlines. We maintain FACTS to help parents track their child's assignments, progress and grades. We encourage each parent to use FACTS on a weekly basis in order to be an active participant in his/her child's academic and citizenship.

No homework assignments will be given on Wednesday evenings to allow for a mid-week study day. For **K5-6th grades**, no quizzes, tests or project due dates will be scheduled on Thursdays. For **7th-12th grades** there will be a limit of 1 quiz and 1 test that can be given on Thursdays.

1st to 3rd Grade Homework General Policies

Assigned homework is expected to be completed on time. Students who do not complete work must attend the homework room during break until the work is complete. In general, teachers will balance expectations with positive incentives - stickers, charts, rewards. The quantity of independent work expected is limited and age-appropriate. Communication with parents is primarily accomplished through the teacher's weekly outlook, daily notes in the agenda, and weekly test folders. Third graders will begin to

have penalties for late homework to help them transition to the fourth-grade policy.

4th to 12th Grade Homework General Policies

Students use their agendas to record daily assignments, and teachers use e-mail or notes home when assignments are incomplete or missing. Because students rotate through several classes each day, it is crucial that they learn the skills of organizing assignments and meeting deadlines. Please refer to the following chart to see how late/incomplete homework will be handled.

Turned in at beginning of class on date due	100% highest
Turned in after the beginning of class or on the next day	90% highest grade possible
Turned in 2 days late	80% highest grade possible
10% deducted every day late up to 4 days late	60% highest grade possible
Students will have two weeks to turn in late work for up to 50% of the grade – after that time it will remain a 0%.	
Note: In 4 th -6 th grade, detention is issued after six late/incomplete assignments in one quarter.	

REPORT CARD AND GRADING SCALE

Students will receive a quarterly report card. Current grades will be accessible at any point in the year through FACTS. Teachers will update grades within one week of the completion of an assignment/test and within two weeks of the completion of a major project. The grading scale is as follows:

A=100-90 B=89-80 C=79-70 D=69-60 F=below 60

Students who desire to be involved in extracurricular/leadership activities (sports, drama, yearbook, ACB, Student Life Council, club leadership, etc.) must maintain passing averages in every subject each quarter in order to try out for or maintain a position. Students must have a 70% combined average. The administration may not give approval for students to participate in these activities if they continually have a low-grade average in their core classes.

Records are kept in the Principals' Office. If Harvest were to cease to operate, school records would be kept digitally through a local business partner.

ONLINE CLASSES

6th-12th grade students who wish to take advanced classes online must have permission from the principal before signing up for a class. All advanced classes must be done through Johns Hopkins' CTY (Center for Talented Youth) program. A student may not "skip" a required class – they must officially complete the approved credit before they can go on to the next level.

Other online programs, such as The Keystone School online, may be used if a student needs to retake a regular credit class, or is a transfer student who wants to catch up to the level of our programs at HCA. All classes must be approved by the principal. Online classes must be completed by August 10 to be valid for summer credit. Classes taken during the year must have an official transcript provided to our office by May 11 in order to be included on the transcript for that year.

END-OF-THE-YEAR AWARDS

At the end of each year we present awards for "A" and "A/B" Honor Roll. They are calculated by the following standards:

Principal's Honor Roll	97% or higher as final average in every subject.
"A" Honor Roll	90% or higher as final average in every subject.
"A/B" Honor Roll	80% or higher as final average in every subject.

ACADEMIC PROBATION

Students who have an "F" on quarter grades may be placed on academic probation. Probation will include a meeting with the principal and setting goals to determine needed improvement for the student to be able to finish the year. In order to look out for the best interest of our students, end-of-the-year grades will greatly influence advancement to the next grade.

Any 1st-8th grade student with a final average of a “D” or an “F” in one core academic subject may be required to have summer tutoring before returning to HCA in the fall semester. If the student has a final average of a “D” or an “F” in two or more subjects, consideration will be made as to whether that student will be allowed to advance to the next grade.

Any 9th-12th grade student failing a required credit course must make up the full credit in an approved summer school course. If a student is failing two or more subjects, consideration will be made as to whether that student will be allowed to continue at Harvest the following year.

Section 4

DISCIPLINE AT HCA

HCA's discipline system is necessary to help students stay focused on their primary purpose: their education as a whole person. Behaviors and attitudes detrimental to either the student or others will be consistently addressed and lovingly corrected. We believe appreciation for and submission to order will better enable our students to make a difference in their world. All items that are entered into FACTS discipline for grades 4th-12th will be emailed to parents.

Student issues will be handled by the classroom teacher, the Discipline Council and principals. If a student is asked to leave Harvest, the decision will be made by the Discipline Council.

LEGAL RIGHTS OF HCA

- HCA reserves the right to inspect lockers, bags, electronic devices or vehicles on campus for harmful or objectionable materials.
- HCA reserves the right to maintain computer software and monitor emails for destructive or objectionable elements on campus.
- HCA reserves the right to communicate with a student's parents/guardian regarding any situation involving the student.
- HCA reserves the right to terminate the enrollment of any student with just cause.

CHILD ABUSE POLICY

In accordance with Guam Code Annotated, Title 19, Chapter 13, Article 2, Section 1, Harvest Christian Academy is "required to report suspected child abuse." HCA will adhere to the following protocol:

- Any teacher who has reasonable cause to suspect that a child is being abused or neglected will report the issue to the principal.
- The principal will speak to the child, and the school nurse will examine the child, if appropriate.

- If either information or suspicious bruising, etc., require further action, parents will be notified that an obligatory call is being made to Guam CPS (Child Protective Services), and a meeting will be set up with the parents.

BULLYING, HARASSMENT AND INTIMIDATION POLICY

HCA maintains the policy that all students should be allowed to learn in an educational environment free from harassment of any nature – verbal, physical, sexual, racial or otherwise. Such harassment will not be tolerated and should be reported to HCA administration immediately.

Students who bully, harass or intimidate are subject to discipline, including demerits, conduct warning, suspension, expulsion and referral to the appropriate authorities where they may risk arrest and/or prosecution.

Bullying, harassment and intimidation are evidenced by repeated physical, verbal or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse. Bullying, harassment and intimidation may take various forms:

Verbal (name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate [violent, sexual, malicious, etc.] notes, pictures, cyberbullying or messaging)

Physical (pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.)

Psychological (acts that instill a sense of fear or anxiety, etc.); or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Students or parents should report suspected acts of bullying, harassment or intimidation to an appropriate school official. In turn, all faculty and school personnel shall report or refer all

suspected acts of bullying, harassment or intimidation to the appropriate principal who will designate an appropriate staff member to conduct a thorough investigation. The principal or administration will respond with appropriate measures and take appropriate disciplinary action consistent with the school's policy and procedure for discipline. All reports will be handled with discretion.

If the acts of bullying rise to the level of criminal offense, the violating student(s) will be referred to the proper authorities and risk arrest.

Bullying Definition:

“Bullying is an intentional act that typically involves repeated occurrences. Bullying is not generally considered a random act or a single incident.” *Jeffrey Johnston Stand Up for All Students Act* (2008)

The following information has been taken from www.stopbullying.gov.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Children and teens who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others.
- Repetition: bullying behaviors happen more than once.

Types of Bullying:

- Verbal bullying is saying or writing mean things.
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm

- Social bullying involves hurting someone’s reputation or relationships.
 - Leaving someone out on purpose
 - Telling other students not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying involves hurting a person’s body or possessions.
 - Hitting/kicking/pinching, etc.
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone’s things
 - Making mean or rude hand gestures
- Cyberbullying takes place using electronic technology – cell phones, computers, social media sites, text messages, chat and websites.
 - Can happen any time of the day or night
 - Can be posted anonymously and distributed quickly to a very wide audience
 - Deleting inappropriate or harassing messages, texts and pictures is difficult after they have been posted or sent

CLASSROOM ETHICS

Students are expected to be attentive in every class and respectful to every staff member. Talking, reading, studying other materials, writing notes and sleeping in class are inappropriate and will be addressed by each classroom teacher.

In an academic setting it is appropriate for students to raise their hands and wait to be acknowledged before speaking in class. Disruptive behavior (like calling out) is never appropriate. Students may have a water bottle in the classroom buildings, but all other beverages, food, gum and candy are not permitted, unless directed by the teacher.

Cheating in any form is not allowed. Examples include, but are not limited to, the following:

- Copying from another student's test or assignment – or allowing another student to copy one's work.
- Receiving or giving unauthorized help with graded work.
- Unauthorized use of notes or other helps on a test or assignment.
- Unauthorized use of any electronic or recording device during a test (cell phone, tablet, etc.).
- Changing one's answers or another student's answers on a quiz or assignment during the grading process or after it has been graded.
- Reporting false information about the completion of an assignment.
- Plagiarism (the intentional or unintentional use to any degree of the ideas or words of one's source material without proper acknowledgment).
- Consulting teacher's editions or teacher's test keys.

When cheating occurs, the student(s) involved will be required to re-do the assignment or re-take the test in order to receive partial credit (no higher than 60%). Cheating will be documented as a disciplinary issue as well. Teachers will notify parents of any incident of cheating involving their student.

RELATIONSHIPS BETWEEN YOUNG MEN AND WOMEN

We encourage our students to develop good relationships with the other students at school. Immoral or indecent behavior in private or public, whether at school or away from school, will be subject to disciplinary action. In addition, holding hands, embracing or other such physical contact is not permitted at school or school-related functions. Couples are not to be alone in secluded areas at any time while under the school's supervision.

K3 - 6TH GRADE DISCIPLINE

In general, elementary discipline will be handled as follows:

- The teacher addresses the behavior within the context of his/her individual classroom policies and notifies the parents.
- If the behavior continues, the teacher will involve the principal, as needed.
- The principal will meet with the parents and the teacher if the issue continues to be unresolved.

An elementary child will not be retained for the following reasons:

- Ongoing behavior that is disruptive to the educational quality of the classroom.
- Action toward others, whether verbal or physical, that is characterized by deliberate hurtfulness.

ADDITIONAL 4TH – 6TH GRADE DISCIPLINE PROCEDURES

Homeroom teachers will keep a record of discipline issues and will notify parents of concerns and consequences.

- **Minor discipline issues** will include the loss of recess time, written notes to parents, and detention after 5 conduct marks in one week.
- **Major discipline issues** will involve both the teacher and the principal. Consequences will be decided on a case-by-case basis for significant or repeated offenses and may include suspension, probation, and expulsion.

4th-6th Grade Detention Hall Details

4th-6th grade detention meets every Tuesday and Friday from 2:45-3:30 p.m. Detention must be served by the next available detention date after parent communication. Parents may request an extension by notifying the teacher of any appointments that may conflict (ex: medical appointment). If a student is involved in extra-curricular activities, he/she may go to practice only after the detention has been completed.

7TH-12TH GRADE DISCIPLINE

The discipline system in the 7th-12th grades can only be effective with cooperation on many levels: teachers, parents, counselors, administration, and students are all a part of a coordinated effort to provide a safe, well-ordered learning environment. Although a few rules are based on absolute moral truth found in the Bible, most are simply guidelines to aid in the operation of a complex and diverse educational institution. Scripture states that “*whom the Lord loveth, he correcteth; even as a father the son in whom he delighteth*” (Prov. 3:12). It is our love for our students that motivates us to correct and guide them to true wisdom. We pray that each one will understand that “*the fear of the Lord is the beginning of wisdom*” (Prov. 9:10).

Most discipline in the 7th-12th grades are handled by the individual teachers within the classroom context. The next layer of support for the student is the Discipline Council (DC), made up of teachers, counselors, and principals to advocate for the student and support the teacher when more significant issues arise.

Additionally, the DC members will be the ones to counsel students during detention times and weekly accountability meetings as necessary. The DC investigates major incidents and makes recommendations to the principals regarding disciplinary action including suspensions and expulsion.

We have instituted a basic record keeping program to help our Discipline Council and parents keep track of growing discipline concerns. The numbers used are a guideline as we seek to help each student. Listed below are some of the most common discipline offenses. When an issue is documented in FACTS, an automatic email will be sent to parents to help keep you informed. When there is a range of demerits listed, the DC will determine the final amount based on the severity of the offense, response of the student and if there has been a similar previous issue.

Discipline Record Listing

of Demerits

- 2 Tardy to class
- 2 Dress code violation
- 2 Food/gum/drink in restricted area or room
- 2 Talking in class without permission
- 2 Unprepared for class (no textbook, writing/paper supplies, etc.)
- 5-10 Disrupting class
- 5-10 Horseplay
- 5-10 Use of electronic device without teacher permission
- 10 Skipping detention
- 10-50 Inappropriate language - verbal or otherwise (e.g. profanity, obscene gestures, teasing)
- 15-30 In a building/classroom without permission or supervision
- 15-30 Inappropriate or destructive horseplay
- 15-30 Removable graffiti on school property (e.g. desks, lockers, walls)
- 15-30 Lying, forgery or deceiving authority
- 15-50 Inappropriate or vulgar drawings or notes
- 15-75 Theft
- 15-50 Disobedience to authority / Disrespect
- 15-50 Skipping class, chapel or an assigned event
- 15-75 Cheating
- 15-75 Inappropriate physical contact
- 25-50 Leaving school without permission (walking off campus)
- 25-100 Inappropriate material on electronic device
- 50-75 Vandalism, permanent graffiti (marker, spray paint)
- 50-75 Major altercation (punching or fighting)
- 50-100 Bullying (physical, verbal, cyber) or threatening others (see description on pp. 30-31)

The following disciplinary issues will be addressed whether they are being done on or off campus as these are either legal issues or character issues that we would prefer not to see represented in our student body.

- 100-Exp. Sexual harassment
- 100-Exp. Publicly promoting lifestyles contrary to principles in the Bible
- 100-Exp. Alcohol/drug/tobacco/Vape/E-cig possession or use
- 100-Exp. Possession of weapons on campus (knives, guns, etc.)
- Exp. Promoting or engaging in sexual activity of any kind
- Exp. Threats of public violence or terror

Disciplinary Action Thresholds

The chart below explains the action that will be taken by the DC if a student reaches the demerit total listed.

Total	Action	Description
25	Detention (During break/lunch)	DC member will meet with student during lunch within a week following a student reaching 25 demerits.
50	Jr. High: Detention with Principal	DC member will call parents to discuss the situation and coordinate the detention or suspension date. Suspension will be done out of school.
	Sr. High: One Day Suspension	
75	Jr. High: One Day Suspension	The student will meet with the principal within a week of reaching 75 demerits. They will also be assigned a regular accountability meeting with a faculty or staff member.
	Sr. High: Detention with Principal	
100	Two Day Suspension Probation from Honor Societies and Club Leadership	Meeting with principal, DC member, student and parents to discuss the relevant issue(s) and to coordinate the suspension dates. Both days of suspension will be served out of school. The student's ability to re-enroll will be evaluated by the administration at the end of the year. The student will be placed on (or continue in) probation for weekly accountability.
150	Expulsion	Meeting with principal and parents to discuss conditions of the withdrawal from school.

Please note that demerits are tallied by semester. Students who have fewer than 50 demerits in the first semester will be reviewed to earn up to 50 merits.

Detention Details

The purposes of a detention are to give a student a warning that current behavior or direction must be changed and to provide extended time to listen and counsel the student. Detention will be issued during lunch/break. The Discipline Council (DC) will notify the students and parents of the required detention time. During detention, a counselor or principal will talk to the student about why he/she is there, share Biblical counsel, and give appropriate

assignments. Students are not to miss detention for lunchtime activities (sports, music lessons, clubs, etc...).

Probation Details

Students identified by the DC as having issues with behavior, academics, or attitude may be placed on probation. The purpose of probation is to provide a higher level of intervention and accountability. Required weekly meetings with a counselor ensure that a student on probation receives the personal attention and help needed. The principal and a DC member will schedule a meeting with the parents and student to explain the terms and length of probation.

The Discipline Council (DC) may recommend that a student not return to Harvest if his/her overall attitude is not positive towards the philosophy of the school, even if his/her demerit level is not over 100.

Suspension Details

The purpose of suspending a student is to communicate the urgency of personal behavioral change in order to continue at HCA. The student has lost the privilege to attend school for an appropriate number of days. There are three levels of suspension progressing in severity from one to three days. Students may incur a suspension by either accumulating demerits to reach a threshold or by issuance from the DC for a specific situation. All days of suspension will be served out of school. Days of suspension are considered excused and students may not participate in any extracurricular practices or contests on the day of a suspension.

Academic work may be completed without penalty if turned in the day a student returns from suspension.

Students must meet with the principal first thing in the morning on the day they return to school after a suspension.

RULE CHANGES

It would be impossible to make rules to cover every type of infraction. These lists are not intended to be exhaustive, but to provide general guidelines for acceptable and unacceptable behavior. The administration reserves the right to add to amend the rules and regulations as necessary. The administration also has the responsibility and final authority to enforce the intent and spirit of the discipline guidelines.

SECTION 5
MISCELLANEOUS

BIBLE

HCA places a firm emphasis on knowledge of the content of God's Word and the application of Biblical truths in the life of the student. All 1st-12th grade students must have a copy of the Bible at school for chapel and class.

MUSIC LESSONS

HCA offers group and private music lessons for students in 2nd-12th grade. Please contact the piano, strings or band director for cost and scheduling. When signing up for music lessons, parents are committing to the entire year unless otherwise approved by your child's principal.

TUTORING

HCA offers an after-school tutoring program for ESL students and students experiencing difficulty in their classes. Tutoring is available for K5-12th grade based on the level of need and on a first-come basis. Occasionally, approved high school students are available to tutor for a lower charge. See the schedule of fees for tutoring cost. Parents may contact the School Office for information and applications. When signing up for tutoring, parents are committing to an entire semester unless otherwise approved by your child's principal.

SPORTS

HCA offers an interscholastic sports program to students in 6th-12th grade. Soccer, basketball, cross-country, volleyball, beach volleyball, bowling, golf (9th-12th only), and tennis (9th-12th only) are offered seasonally. Intramural volleyball, basketball, and futsal are offered for students in 4th-6th grade.

A participation fee is charged per sport. Physical and permission forms must be turned in to the School Office before a student may try out for the interscholastic sports program. Students will be allowed to play sports for other schools if HCA does not offer that particular sport. A letter must be requested from the athletic director and principal.

When participating in athletics, IIAAG requires that students may not have any final quarter grade lower than 60% for the previous quarter and they must have a 70% combined average. The administration may not give approval for students to participate in athletics if they continually have a low-grade average in their core classes.

ADMINISTRATION OF MEDICATION

HCA can administer medications only with parental permission. If your child has any medications that needs to be taken during school hours, please bring the medication to the Nurses' Office before 8:00 a.m. and complete an Authorization for Administering Medication form.

All medications must be in their original container and officially labeled in English. In addition, prescription labels must include student's name, doctor, dosage, frequency, dose prescribed, and date of expiration.

Immunizations

All immunizations must be completed by the first day of school. Medical records must indicate the following:

- Five DPT
- Four Polio
- Four Hib (K3-K4)
- Three Hepatitis B (K3-1st grade)
- One MMR or Trivex (K3-K4)
- Two MMR (K5 and older)
- One negative TB skin test within the last year or within six months if transferring from off-island (applies to new students)

STUDENT ILLNESSES

When a student becomes sick at school, the school nurse will notify parents if the situation merits further evaluation by their physician. Unless the student needs emergency help, he will

remain in the Nurse's Office to wait for pick up by a parent or guardian. Parents, we ask that you please keep your child at home if he/she has a fever or has vomited within the last 24 hours. Students must stay home until 72 hours after the fever and symptoms are gone (without use of fever reducing medicine).

Please communicate all allergies to the school nurse. HCA food services makes every effort to identify ingredients that may cause allergic reactions for those individuals with food allergies. Effort is made to instruct our food preparation staff on the severity of food allergies. Because of the number of meals served and the number of items used each day, along with food product changes from our food vendors, it cannot be guaranteed that every allergen in the food served will be identified and labeled. The possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice, also exists. Many food manufacturers label: "may contain (particular) allergen." Customers concerned with food allergies must be aware of this risk. Harvest Christian Academy cannot assume liability for adverse reactions to food consumed or items one may come in contact with while eating on the campus. Students/visitors with life threatening food allergies who may need to use an epi-pen should be carrying their own (or have one available in the Nurse's office). HCA food service staff is NOT trained to administer epi-pens and CANNOT provide or administer them.

STUDENT ACCIDENTS

HCA provides student medical insurance coverage (Group Student Insurance) as a benefit to students involved in accidents on school premises or at off-campus school activities. In the event a student is injured while on school premises, the school nurse or other available HCA staff members will administer interim assistance to the injured student and contact the parents for additional instructions. In the event of more serious injuries, HCA will call the emergency medical personnel. Student accident insurance is provided for currently enrolled HCA students. Please see School Office for more information.

LIBRARY

The library is open from 8:00 a.m.- 5:00 p.m. Monday through Friday for students to check out books and do research. Students will need their HCA ID cards to borrow materials. Books may be checked out for a two-week period for students in 1st-12th grade. There is no daily charge for overdue library materials. Students will be charged the cost of replacing any materials plus a \$5 lost item fine if the materials are not returned within one month of the due date. If the item is returned within six months after the charge has been billed, only the replacement cost will be refunded.

The library screens and selects educational materials that are consistent with the school's philosophy. Materials with objectionable content are sometimes edited or even withdrawn from the collection. However, the fallen human condition depicted in literature (as in Scripture itself) is not always pleasant. Valuable works sometimes have objectionable or profane elements. Some materials designed for one level may not be appropriate for another. Each item in the collection is marked as follows: "Harvest Christian Academy does not necessarily endorse all the contents of the item(s) in the Lang Memorial Library. It is understood that to meet certain academic standards and to provide items of various fields of research and contents, the library must of necessity have many items of different types. The position of Harvest is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures."

Students should keep library books in a safe location. If a book is damaged, return the damaged book to the library so that the library staff may repair it with the appropriate materials.

There are computers in the library for research and the OPAC is available for searching at home via <https://library.hmguaam.org/opac/hcag/> or can also find a link on www.hcaguaam.org under the Student Life tab.

During the school day, students may use the library for checking out books and research as long as they have a note from their teacher giving them permission to be in the library during class.

After school, students in K3-6th grade must be accompanied to the library by an adult. Students in 7th-12th must sign in to Extended Care before coming to the library.

LOST AND FOUND

Lost and Found is located outside the uniform section of the HUB. Due to the lack of storage space, lost items will be held for only two weeks. HCA will make every effort to return any lost item that is labeled with the student's name.

ELEVATORS

Students may use the elevators only if they have permission from the principals' office, a teacher, or the school nurse.

LUNCHES AND CAFETERIA

The Cafeteria serves different hot lunch options each day. The menu is posted on the Harvest website. A variety of side items such as pizza, chicken, rice, deli sandwiches, salad, fruit, hot dogs, grilled chicken, and hamburgers are also served on a rotational basis.

Students may use their ID cards to purchase food in the cafeteria. If students do not have their ID cards with them, they must use a "charge slip" signed by their homeroom teacher. A \$.50 charge will be added for using a "charge slip." A \$5.00 replacement fee will be charged if a student's charge card is missing for more than a week. Details of daily cafeteria charges will appear on the monthly statement. Daily charges may be viewed on FACTS. Questions dealing with specific charges should be addressed to the School Office.

Harvest Christian Academy Food Policy

Food is a big part of showing hospitality and building relationships on our island. In order to help keep our food on campus safe for every student, we have developed a policy for shared food. We ask that you always check with your child's teacher before bringing food for events and arranging parties. There are no restrictions on personal lunches, but we ask you to observe the following requirements for shared food on campus:

- **Breakfast and Lunch in the Cafeteria**
 - Food brought from home should not be shared due to potential dangers from food allergens or a lack of time and temperature control.
 - Only food bought in the Cafeteria can be shared among students to limit the risks listed above.
 - Any packaged, store-bought food that is clearly labeled may also be shared (cookies, chips, etc. with ingredients listed).
 - Any restaurant food or other outside food needing to be kept hot or cold should not be shared for these meals.
- **Classroom Parties and School-day Events**
 - Teachers may coordinate with students to bring snacks for a class event.
 - These snacks should be packaged, store-bought, and labeled with the ingredients.
 - Restaurant or home-made food cannot be brought to these activities during school hours due to the potential dangers from food allergens or a lack of time and temperature control.
- **Birthday Party Packages**
 - The Cafeteria does offer birthday party packages which will be served in the cafeteria. Three (3) days advanced notice is required. The Cafeteria can accommodate only two (2) parties per day.
 - Please coordinate with your child's teacher and contact the School Office for package pricing, availability, and additional information.

- After-school Events
 - Food brought from home should not be shared due to risks involved.
 - Any packaged, store-bought food that is clearly labeled with the ingredients may be shared.
 - For grades 4th – 12th, food from outside restaurants (Pizza Hut, McDonald’s, etc.) may be shared after school, provided the food is clearly identified and will be consumed within 2 hours.

HEBREWS WORLDWIDE CAFE AND BOOKSTORE (HUB)

HeBrews Worldwide Cafe is open Monday-Friday from 7:30 a.m.-3:30 p.m. on regular school days. Proceeds from beverage sales at HeBrews go to support worldwide mission projects.

PARENT CONFERENCES

To schedule a conference with a teacher, parents may call the School Office during school hours to leave a message on the teacher’s voicemail, or they may send a note to the teacher requesting a conference. Please do not attempt to have a conference with a teacher who is on duty, especially at Carline. Parents may schedule appointments with any of the principals by calling the School Office.

PARENTS ON CAMPUS

HCA maintains a “closed campus” for the safety and welfare of its students. In order to keep campus a safe environment for your child, parents are not to go directly to any classroom to contact a student. They should bring messages, homework, books and other items to the School Office to be delivered to the student. The school must know what is being dropped off for a student. If you do need to visit the classroom between 8:15 a.m.-2:30 p.m., we ask that parents wear a visitor pass from the School Office (exceptions: school-wide functions, programs, Car Line).

HCA asks parents to dress appropriately when visiting the school. Please refrain from smoking, drinking alcohol, or playing loud music while on campus.

In order to assist teachers, we request that you pick your child up in Car Line or in the appropriate Extended Care room.

We encourage parent involvement in special class activities such as field trips, class parties, special craft activities, chapels, etc. If you are interested in helping in the classroom, please notify your child's teacher.

HCA provides the opportunities of two scheduled Parent-Teacher Conferences during the school year to give parents additional input in their child's classroom performance.

STUDENT PHOTOS

Photographs are taken regularly around campus. These images often feature students and are used in published media including (but not limited to) newspaper articles, HCA brochures and newsletters, and Harvest Ministries websites. If you choose not to have your child's photo used in promotional material, the registration form must be marked accordingly. If a student participates in group events (i.e. band, orchestra, choir, athletics, drama), their photo might be used for promotional/social media. Please contact the School Office if you have any questions.

STUDENT DRIVERS

The privilege of driving comes with a great responsibility to be careful and safe at all times, especially on campus where very young children walk and play. Any student who will be parking a vehicle on campus must obtain an official HCA Parking Permit from the Principals' Office. Parking permits must be observable from the front window of the car. Students will be issued one permit sticker (an additional sticker may be requested if the student will drive 2 cars during the year).

Permits are valid until the end of the school year and require four things:

- 1) Parent Signature Form
- 2) Copy of driver's license
- 3) Proof of insurance
- 4) Car registration

Students must park in the designated student parking area only (to the right side of the FLC) and may not return to their vehicles during the school day or leave campus during lunch/break without permission. Unsafe driving on or near campus may result in a loss of parking privileges and other discipline.

KHMG 88.1 FM

Harvest Family Radio, KHMG at 88.1 FM, provides wholesome programming for your family and features information and events that go on at HCA. We broadcast school-related information during the morning and afternoon commutes, allowing you to know what is going on throughout the day.

Because we all enjoy and benefit from KHMG, we urge you to support the station on a monthly basis. You may do this through the School Office. When enrolling or re-enrolling your child(ren), please consider giving a little extra each month to help with this worthwhile project.

TYPHOONS/INCLEMENT WEATHER

In the event of a typhoon, HCA will usually follow the public-school policy for school closures. The Administration will broadcast school closures and openings on KHMG at 88.1 FM and K57 as well as posting information on the HCA Facebook page. Check at the beginning and the middle of the hour for special announcements should we vary from normal operating procedure due to weather. Information will also be available through the Harvest website: www.hcaguam.org.

Condition of Readiness (COR) IV

Normal typhoon winds are not in the Guam area

Condition of Readiness (COR) III

Typhoon winds anticipated within 48 hours

Condition of Readiness (COR) II

Typhoon winds anticipated within 24 hours

**Public schools are used as shelters, so often will close at COR II; school dismissal/cancellation will depend on HCA administration and government recommendations

Condition of Readiness (COR) I

Typhoon winds anticipated within 12 hours – school dismissal/cancellation will follow the Government of Guam directives.

UPPER/LOWER CARLINE

Car Line

