



HARVEST

CHRISTIAN ACADEMY

Student and Parent Handbook
2025-2026

Dear Parents, Guardians, and Students,

Welcome to Harvest Christian Academy! We're honored that you've chosen HCA as your partner in education. At the heart of all we do is our mission: to help students develop a heart for God. That mission is carried out daily through our three core values—Challenging Academics, a Christ-Centered Environment, and Life Mentorship.

This handbook is designed to help you understand how HCA operates and to support your child's success. It outlines key policies and procedures while also reflecting the biblical values that shape our school culture. The alphabetical organization makes it easy to navigate and reference throughout the year.

As Head of School, I encourage you to stay actively involved in your child's educational journey. Join us for school events, participate in conferences, and don't hesitate to reach out with encouragement, feedback, or concerns. Your partnership makes a lasting impact.

Let's work together to make this school year a meaningful and memorable one for your child.

Aiming to please Him,
2 Corinthians 5:9

Dr. Neal Ring
Head of School
Harvest Christian Academy

TABLE OF CONTENTS

About Us

HCA History	6
HCA Mission Statement	6
HCA Philosophy	6
HCA Statement of Faith.....	7

Administrative Summary

Accounts Payable.....	10
Attendance	10
Attendance and Athletics	11
Early Dismissal	11
Excused Absence	11
Extended Absence.....	12
Homework Request.....	12
Make Up Work	12
Permission to Walk Home	13
Tardy to School.....	13
Unexcused Absence	14
Bullying, Harassment, and Intimidation	14
Child Abuse Policy	16
Communication with Parents.....	17
Custody Arrangements.....	17
Enrollment Process	18
Food Policy	19
Lunches and Cafeteria.....	20
Legal Rights of HCA	20
Library	20
Lockers.....	22
Lost and Found	22
Reenrollment Process.....	22
School Day of Operations.....	23
Early Morning Care	23
Extended Care.....	23
Campus Visits	24
Car Line	25
School Nurse.....	25
Administration of Medication.....	25
Elevators	25
Student Accidents	26
Student Illnesses.....	26
Student Immunizations	27

Specialized Learning Center	27
Student Photos	27
Student Drivers	28
Student Visa	28
Tax Information	29
Typhoon and Inclement Weather	29
Withdrawals	30

Challenging Academics

Academic Integrity.....	32
Academic Progress.....	33
Accreditation.....	33
Class Ranking Procedures.....	34
Salutatorian	34
Valedictorian.....	34
Classroom Department	34
Curriculum.....	35
End-of-the-Year Awards.....	35
Grading Scale.....	35
Homework	36
Online Classes.....	37
Parent Conferences	38
Prohibited Items.....	38
Electronic Devices	38
Distracting/Non-threatening	39
Report Card.....	39
Tutoring	39
School Dress Code.....	40
Accessories	40
Haircuts.....	40
Hats/Caps.....	40
Jewelry & Makeup.....	40
Jackets/Outerwear.....	41
P.E. Uniforms	41
Special Day Attire.....	38
Special Events Attire.....	42
Tattoos	42
Uniforms	42

Christian Environment

Bible.....	45
Care of School Property.....	45
Ministries	45
Harvest Baptist Church.....	45
Harvest House.....	45
HUB Coffee Shop.....	46
KHMG 88.1 FM	46
Problem Solving	46
Prohibited Items.....	47
AI Generated.....	47
Inappropriate Materials.....	47
School Supplies.....	47
Websites.....	48
Relationships Between Students	48

Life Mentorship

Co-curricular Opportunities.....	50
Clubs	50
Cool School.....	50
Field Trips.....	50
Grade Level Activities	51
HISL.....	51
Interscholastic Sports	51
Music Lessons.....	52
PRCC	52
Student Life Council	52
Discipline	53
Grade Prek-6th	53
Grade 4th-6th	54
Grade 7th-12th	54
Disciplinary Action Thresholds	55
Discipline Record Listing	56
Probation Details.....	57
Rule Changes	57
Suspension Details	57

ABOUT US

HCA HISTORY

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 2024 marks the beginning of our 49th year. We are excited to see what new things are in store for the year ahead!

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.

HCA 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 core values 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.

Because every student learns differently, we use a variety of teaching methods to meet their individual needs. We're committed to your child's academic and personal growth, and we'll partner with you to monitor their progress and help them succeed.

HCA 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 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*).

ADMINISTRATIVE SUMMARY

ACCOUNTS PAYABLE

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 the administration.

ATTENDANCE

Regular school attendance is essential to successful class work. Inconsistent attendance causes children to fall behind in their work and endanger their academic progress. Guam law requires students to attend school. In the event a student must miss part of or an entire school day, the parent must notify the School Office by a phone call or email attendance@hcaguam.org **on the day of the absence** by stating the reason for 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

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 $\frac{1}{2}$ or more of the school day) on the day of a game or practice, he/she may not play.

Early Dismissals

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 must sign out at the School Office to leave early. They must show parental permission to do so.

Excused Absences

Students with more than 10 excused absences in a semester will have a required meeting with their principal and parents. Medical excuses for further absences may be required once a student has reached this amount.

- **K5-8th grade** families requesting more than 10 days of excused absence per semester must receive approval from their 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 approved by the principal. A student is considered “absent” from a class period if they are more than 20 minutes late to class without a excuse note.

- 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.

Extended Absences

Parents may request an excused absence of a special nature (weddings, college graduations, travel, off-island athletic competition, etc.) for their child. For parent-initiated absences of ten days or more, the student must receive academic clearance from the principal. Communication 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.

Homework Requests

Homework assignments for 1st-6th grade 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.

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 absence due to travel, assignments may be given to the child to complete in advance. Generally, a student is given one extra day for each excused absence after returning to school to complete assignments.

Permission to Walk Home

If a student lives close to Harvest, parents must give written permission for the student to walk home after school if the child is in 6th grade or above. Siblings may only walk home if the oldest child is in 6th grade or above.

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. We encourage parents to assist their children to be prompt in arriving to and departing from school.

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 medical clinic 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 for the day when not present in 1st hour class at 8:15 a.m.

A student arriving 15 minutes past their start time for their grade level must first check-in at the School Office. 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).

Unexcused Absence

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 absence or if the absence is not excused, any projects 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 upon return 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.**

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.

CHILD ABUSE POLICY

In accordance with Guam Code Annotated, Title 19, Chapter 13 (Child Protective Act), Article 2 (Child Abuse and Neglect Reporting Act), Section 1, Harvest Christian Academy (HCA) employees are mandatory reporters and are required to report when a child is and abused or neglected child. An abused or neglected child defined. 19 GCA Section 13101(b) states that Abused or neglected child means a child whose physical or mental health or welfare is harmed or threatened with harm by the acts or omissions of the person(s) responsible for the child's welfare. HCA will assist with the employee's report requirement and adhere to the following protocol:

- Any employee of HCA who has reason to believe that a child is an abused or neglected child as defined above, shall report the issue to their assigned principal and orally to CPS immediately
- The principal may speak to the child and the school nurse may examine the child, if appropriate.
- If a child discloses to an employee of HCA that they are being abused, but not as defined by 19 GCA Section 13101(b), the teacher will report the accusation their assigned principal immediately.
- The principal and the employee shall ensure that a written report is submitted to CPS within 24 hours from making the oral report to CPS.
- All information will remain confidential; sharing of information will be limited to those who need to know.
- This policy does not limit the employees responsibility under the law but is intended to add additional safeguards to ensure proper reporting as mandated.

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.

HCA partners with AlertMedia to communicate with our constituents during an emergency event. You should **review and update your contact information** anytime there is a change to be contacted regarding an emergency event. You may visit the link: harvestbaptistchurchandchristianacademy.alertmedia.com/public/v2?

CUSTODY ARRANGEMENTS

HCA will comply with all custodial arrangements as ordered by a court of law. It is the responsibility of parents or legal guardians to provide the school with current, certified copies of any court orders or legal documents that establish custody or visitation rights.

Parents are expected to refrain from involving school personnel in custody-related disputes. The school will not act as an intermediary between parents in such matters and will consider both parents to have equal legal and physical custody unless a verified court order is provided.

Please note that HCA is not responsible for the collection of tuition, fees, or other financial obligations from a non-custodial or secondary party. The enrolling parent or guardian remains financially responsible unless otherwise specified in a court order and approved by school administration.

ENROLLMENT PROCESS

Parents should call the School Office to 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 birth certificate, 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 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.

FOOD POLICY

Please observe the following requirements for food on campus:

- Sharing Food:
 - Students **can** share:
 - Food purchased from the cafeteria.
 - Packaged, store-bought foods with a clear label of ingredients.
 - Students **cannot** share:
 - Homemade foods. This is due to potential allergens and temperature control issues.
 - Restaurant food or any food that needs to be temperature-controlled.
- Classroom Parties and School Events
 - If a teacher asks for snacks for a class event, please bring pre-packaged, store-bought items that have a clear list of ingredients.
 - For the safety of all students, homemade or restaurant foods are not allowed due to potential allergens and temperature control issues.
- Birthday Party Packages
 - You can celebrate your child's birthday at school with a party package from the cafeteria.
 - Please note:
 - We need at least **three days' advance notice**.
 - The cafeteria can only host **two parties per day**.
 - To book a party, talk to your child's teacher and then contact the school office. They can provide more information on pricing and availability.
- After-school Events
 - You can share:
 - Store-bought food that is pre-packaged and has an ingredients label.
 - Food from outside restaurants can be shared by students in grades 4-12 after school, but it must be clearly labeled and eaten within two hours.
 - You cannot share: Homemade food from home due to safety concerns.

Lunches and Cafeteria

The Cafeteria serves hot lunch 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 fee will be added for using a “charge slip.” A \$5.00 replacement fee will be charged to replace a student’s charge card. Details of 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.

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.

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.hcaguam.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 by an adult. Students in 7th-12th must sign in to Extended Care before coming to the library.

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. Locks in 5th and 6th grade are not allowed; lockers are only for textbooks and basic school supplies. 7th-12th grade lockers 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 damages 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). HCA is not responsible for missing or stolen items.

LOST AND FOUND

Lost and Found is located on 2nd floor of the 3-story building outside the Library. Lost and Found will be cleaned out periodically. The school will make every effort to return any lost item that is labeled with the student's name. The school is not responsible for missing or stolen items. Families can notify the office of any missing items so that they can be returned to the owner if located.

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: K3-3 rd wait on the benches outside their classrooms 4 th -12 th wait in the cafeteria
7:30 a.m.	K3-3 rd classes open
7:40 a.m.	4 th -6 th classes open
8:00 a.m.	7 th -12 th classes open
7:45 a.m.	K3-3 rd classes begin
8:00 a.m.	4 th -6 th classes begin (4 th -6 th released from cafeteria at 7:40 a.m.)
8:10 a.m.	7 th -12 th classes begin (Students released from cafeteria at 8:00 a.m.)
2:00-2:30 p.m.	K3-1 st 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 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 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 car line – In front of the HUB (Students go to Extended Care at 3:45 p.m.)

Early Morning Care

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. 4th-12th Students may not wander the campus; they must go to the cafeteria 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

Extended Care is available until 5:30 p.m. for all students. After the regular school day ends, all students not picked up during the car line must go to Extended Care for safety reasons, including those who have finished after-school activities like tutoring, sports, or band.

Extended Care Grace Period:

- A 15-minute grace period is given **before** charges begin.
- This grace period also applies to students who are done with their after-school activities and need to be picked up from Extended Care.

Extended Care Sign-Out Procedures:

- A parent or legal guardian must sign out their child when they are picked up.
- Students in grades K3-1st are signed out at the ELC.
- Students in grades 2nd-12th are signed out in front of the HUB.
- High school siblings (driving home) or 7th-12th grade siblings (with a ride on campus) may also sign out a student.

Extended Care Important Notes:

- Siblings of students in after-school activities will be charged the standard Extended Care fees.
- Students who want to attend a home game must be signed into Extended Care until 30 minutes before the game starts.
- Students cannot wait on campus after school for evening events like concerts or drama productions because Extended Care ends at 5:30 p.m.
- Students may wear a change of Harvest-approved clothing for outdoor playtime. The playground is only for students signed into Extended Care.

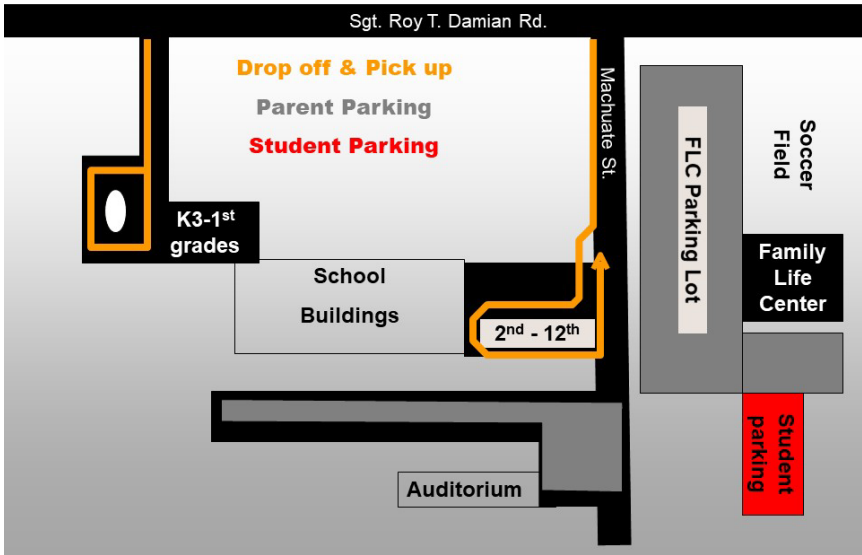
For details on fees, please check the Schedule of Fees.

Campus Visits

To ensure student safety, HCA has a closed campus policy.

- Parents must check in at the school office to get a **visitor pass** before going to a classroom between **8:15 a.m. and 2:30 p.m.**
- Messages, homework, books, and other items for students must be dropped off at the school office.
- The school encourages parents to volunteer for special classroom activities and events. If you'd like to help, please contact your child's teacher.

Car Line



SCHOOL NURSE

Administration of Medication

HCA can administer medications only with parental permission. If your child has any medications that need 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. Prescription labels must include student's name, doctor, dosage, frequency, dose prescribed, and date of expiration.

Elevators

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

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.

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 or she will remain in the Nurse's Office to wait for pick-up by a parent or guardian. Students should be picked up within an hour of notification. Students should be kept at home if they have a fever or have vomited within the last 24 hours. Students may return to school after they are fever-free/symptom-free for 24 hours.

Please communicate all allergies to the school nurse. HCA food service staff make 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 encounter while eating on 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 are NOT trained to administer epi-pens and cannot provide or administer them.

Student 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)

SPECIALIZED LEARNING CENTER

The Specialized Learning Center (SLC) supplements and reinforces classroom instruction for students who have been diagnosed with a verifiable learning disability by a qualified professional. Students who will receive services from the HCA Specialized Learning Center must complete a referral process. Students with a current IEP or ISP may be eligible for SLC services. Parents should submit documentation to the SLC team for review to determine whether services will be provided.

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

Driving as a student is a privilege that comes with the great responsibility. We share a campus with many people including very young children. Any student who will be parking 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 (one additional sticker may be requested if the student drives two 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 their designated student parking spot next to the FLC. Students can claim their parking spot starting on the first day of school by going to the Principals' Office. Students may not return to their vehicles during the school day. Students may only leave campus during lunch/break by signing out at the School Office with parental permission. Parental permission to leave campus must be received by the School Office before 11am.

Unsafe driving on or near campus may result in a loss of driving and parking privileges and other discipline.

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.

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.

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 they will close at COR II.**

Condition of Readiness (COR) I

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

WITHDRAWALS

To withdraw a student, a parent or guardian must meet with the principal at least two days beforehand.

Withdrawal fees and policies:

- A **\$500 withdrawal fee** is charged for every student.
- **Tuition** fees depend on when you withdraw your child:
 - If you withdraw within the **first three months** of a semester, you'll be responsible for paying the **rest of that semester's tuition** in addition to the withdrawal fee.
 - If you withdraw **after October 31** (for the first semester) or **after March 31** (for the second semester), you will be charged the withdrawal fee **plus** that month's tuition.
- The **Textbook and Resource fee** must be paid in full regardless of when the student is withdrawn.
- The student's account must be **paid in full** before any school records can be released.

CHALLENGING ACADEMICS

CHALLENGING ACADEMICS

HCA provides an educational environment based on a biblical worldview taught by a qualified, Christian faculty. This environment is pursued by limiting distractions, maintaining high academic standards, providing rigorous coursework, and encouraging intellectual growth.

ACADEMIC INTEGRITY

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

Cheating is not allowed. This includes:

- Copying from another student's work or allowing another student to copy one's work.
- Receiving or giving unauthorized help with graded work.
- The unauthorized use of notes, electronics devices, or other aids during tests or assignments.
- Changing answers on a quiz or assignment after it has been submitted for grading.
- Plagiarism, which is the intentional or unintentional use of another's words or ideas without proper credit
- Using teacher's editions or answer keys.

AI tools may not be used to complete assignments unless an instructor provides explicit guidelines for their appropriate use. Using AI to write papers or complete projects is a form of cheating

and plagiarism, as it misrepresents the student's own work and understanding.

In cases of academic dishonesty, the student will be required to redo the assignment or test for a maximum grade of 60%. The incident will also be documented as a disciplinary issue, and parents will be notified.

ACADEMIC PROGRESS

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. To look out for the best interests 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.

ACCREDITATION

HCA is accredited by Middle States Association of Colleges and Schools (MSA), North American Christian School Accrediting Agency (NACSAA), and the American Association of Christian Schools (AACCS).

CLASS RANKING PROCEDURES

Class ranking at HCA is based on two key components:

1. **GPA (Grade Point Average):** This reflects the average of a student's grades converted into a standardized scale.
2. **Numeric Average:** This is the arithmetic average of the numerical grades received in all courses taken at Harvest.

Each of these components contributes equally to the overall ranking calculation, with GPA making up 50% and the numeric average making up the other 50%. After calculating the ranking values for all students, they are ranked from highest to lowest. The class is then divided into deciles (each decile represents 10% of the class).

- **Top 10%:** Students with the highest 10% of rank values.
- **Top 20%:** Students within the next 10% of rank values, and so on.
- This continues until the entire class is categorized into 10 deciles.

At HCA, the top two individuals in the Senior class ranking are awarded special honors at graduation:

- **Valedictorian:** the student ranked first in the Senior class.
- **Salutatorian:** the student ranked second in the Senior class.

CLASSROOM DEPORTMENT

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.

CURRICULUM

HCA's curriculum was chosen with these standards in mind: Biblical worldview, a focus on critical thinking, approval for AP-level classes, and a close alignment to academic standards.

END-OF-THE-YEAR AWARDS

At the end of each year, we present awards for three levels of 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.

GRADING SCALE

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 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 low grade averages 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.

HOMework

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 access FACTS on a weekly basis to stay current in his/her child's academic progress.

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. 3rd grade students will begin to have penalties for late homework to help them transition to the 4th grade policy.

4th to 12th Grade Homework General Policies

Students should use their agendas to record daily assignments, and teachers will communicate 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%.	

ONLINE CLASSES

6th-12th grade students who wish to take advanced classes online must have permission from the principal before signing up for the class. All advanced or AP classes must be completed through Johns Hopkins' Center for Talented Youth (CTY), Northwestern's Center for Talent Development (CTD), UC Scout, or another similarly rigorous academic 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 Keystone School Online, Liberty University Online Academy, or Apex Learning, 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. An official transcript must be sent to the Counseling Office upon completion of each course. Online classes must be completed by August 31 to be valid for summer credit. Classes taken during the year must have an official transcript provided to our office by May 1 to be included in the transcript for that year.

PARENT CONFERENCES

To schedule a conference with a teacher, parents may contact the School Office or the teacher directly. Please do not attempt to have a conference with a teacher who is actively on duty, especially at car line. Parents may schedule appointments with any of the principals by calling the School Office.

PROHIBITED ITEMS

Electronic Devices

HCA is committed to the appropriate usage of technology in education to benefit your child. We ask that students adhere to the following guidelines:

- 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 unauthorized use of an electronic device during any academic assessment will be considered as cheating. (Exception: electronic translators may be used for ESL students with teacher approval.)
- Personal earbuds or headphones are not to be used on campus during school hours
- Any electronic device that is used without permission may be taken to the office to be picked up after school.
- K3 – 6th Grade Specifics:
 - Electronic devices will remain in the student's backpack in silent mode. Students must obtain permission from the teacher to use any electronic device during the school day.
- 7th – 8th Grade Specifics:
 - Electronic devices may be used during classroom time for academic purposes with teacher permission. Devices may not be used between classes, break, or lunch.

- 9th – 12th Grade Specifics:
 - During class, lunch and break students must have teacher permission to use any electronic device.

Distracting/ Non-threatening Items

Students should not bring the following types of items to school or to any school activity unless permitted by a teacher.

Distracting or non-threatening items may 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 may be subject to disciplinary action. These items include:

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

REPORT CARD

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.

TUTORING

Harvest Christian Academy has a limited tutoring program available for K5-12th grade students. This program is a way to help students struggling with school subjects. Students with significant academic struggles are given priority. Parents may contact the School Office for information and applications. If approved for tutoring, students are committing to an entire semester unless otherwise stated by their principal.

SCHOOL DRESS CODE

Accessories

No accessory should draw undue attention or be distracting to others. Accessories that imitate or are associated with extreme styles are inappropriate.

Haircuts

HCA reserves the right to ask a student to change his/her hairstyle at its discretion. Hairstyles should not be distracting in the academic environment.

Male students must have a neat, professional-looking haircut with no hair touching the eyebrows, ears, or collar. Sideburns must extend no lower than the opening of the ear. Students should not have isolated shaved lines in their hair. If hair is dyed, it must be a natural color. Faculty and staff will inform parents that a boy's hair needs to be cut by a certain deadline (usually within three days). Male students must be clean-shaven each day with no facial hair.

Female students' hair must have a neat, professional-looking appearance. If hair is dyed, it must be a natural color. Subtle highlighting is allowed, but students should avoid unnaturally colored highlights (pink, red, green, blue, etc.) or extreme contrasting blocks of color.

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.

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. Earrings (including clear spacers) are not allowed for school or school events (sports, concerts, etc). Any necklace worn should be inconspicuous and tucked inside the shirt.

Jackets/Outerwear

Students may only wear approved HCA sweatshirts and jackets as outerwear. Students' must wear an HCA polo shirt under all outerwear. Hoods 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 involved in P.E. must purchase a P.E. uniform from the Uniform Store. To participate in P.E., girls and boys must wear athletic shoes. Shorts must meet the **finger-tip guideline** for boys and girls (student should be able to stand up straight, arms by their side, and not have their fingertips reach past their shorts). Student shorts must be long enough to be visible below their shirts. These expectations also apply to student-athletes as they participate in HCA sports practices.

Special Day Attire

At HCA, modesty is a priority. For school-wide activities that allow for non-uniform clothing, refer to the following guidelines:

- Harvest T-shirts (e.g. Spirit Week, Field Day, Senior shirts, 5K, Harvest Eagles) must be worn for 7th-12th grade special activities They should not be cut or ripped.
- Clothing should be modestly loose, not tight or form-fitting. No spandex.
- Skirts must touch the top of the knee.
- Shorts must meet finger-tip guidelines (see above).
- Shorts must be long enough to be visible below shirts.

- Athletic pants, loose-fitting pants/jeans, or capris should be worn when appropriate. Leggings or tights may only be worn with a knee-length skirt/dress.
- Words and images on clothing should be appropriate and not offensive.

If these guidelines are not followed, parents will be asked to bring a new set of clothes for the student to change into.

Special Events Attire

HCA students represent Harvest any time they are attending school-related events (sports games, concerts, award ceremonies, etc...), whether on or off campus, even after school hours. Because of this, students should follow school standards of modesty and appropriateness while attending any school-related event.

Tattoos

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

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 from the HCA Uniform Store.

Students must arrive at school 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 clothing.

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 an HCA polo shirt with the lowest button always fastened. Shirts may be tucked in or out.

Shoes

Students may wear casual shoes or athletic shoes for classroom time. Cleats, sandals, zories, crocs 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.

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 an HCA polo shirt with the lowest button always fastened. Shirts may be tucked in or out.

Shoes

Students may wear casual shoes or athletic shoes for classroom time. Cleats, sandals, zories, crocs 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.

CHRISTIAN ENVIRONMENT

CHRISTIAN ENVIRONMENT

The Christian environment at HCA is characterized by intentional academic instruction from a biblical worldview, hiring a faculty and staff who profess to have a personal relationship with Jesus Christ, and commit to operate with integrity. The ultimate goal is to operate in a way that demonstrates our love for God and others.

BIBLE

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

CARE OF SCHOOL PROPERTY

Students should respect the property of the church, school and others. If a student should damage or break something, whether intentionally or unintentionally, he/she will be expected to replace the damaged item. We want our students to help keep our school clean and in good condition. Students should report any broken equipment to a teacher or the School Office.

MINISTRIES

Harvest Baptist Church

Since 1975, Harvest Baptist Church has provided a place of worship, spiritual growth, and Christian fellowship. The local church serves as the center for all the outreach ministries of Harvest locally, regionally, globally. We invite you to join with us as we strive to develop a heart for God on the island of Guam.

Harvest House

Harvest House is a ministry for foster children & families in Guam that provides for their physical needs, spiritual encouragement, and emotional support by recruiting safe foster families and respite care providers, training foster families, and providing for the foster family's needs as they care for each foster child. Harvest House also acts as an Emergency Triage Center to children in crisis entering the foster care system.

HUB COFFEE SHOP

The HUB Coffee Shop is open Monday-Friday from 7:30 a.m.-3:30 p.m. on regular school days. Proceeds from sales go to support worldwide missions projects.

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.

PROBLEM SOLVING

Colossians 3:12-15

To address a discipline problem, a student should not speak with a teacher in front of others. Instead, they can ask to talk privately or have their parents arrange a conference with the teacher. It's best not to discuss the issue with other parents.

When a problem arises, students should first talk to the person directly involved before going to the administration. This often leads to a quicker resolution. The school wants students to report problems, as it helps them improve. If a direct conversation doesn't solve the issue, a conference with the principal can be requested, followed by the school administrator if needed.

PROHIBITED ITEMS

Dangerous and destructive items will be confiscated, and disciplinary actions will follow immediately. Depending on the situation and Guam law, suspension, expulsion and arrest are potential 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.

AI-Generated Content

HCA prohibits the creation, distribution, possession, or promotion of any AI-generated content that is harmful, deceptive, or violates the dignity of another person, including but not limited to:

- AI-generated media portraying students or staff in inappropriate or harmful ways.
- AI-generated offensive images or simulations.
- Threats to share such content or to use it as a means of manipulation or control.

This includes any attempt to alter or use images for the purpose of bullying, harassment, impersonation, or defamation.

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.

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 publications and other extreme trends.

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, 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.

RELATIONSHIPS BETWEEN STUDENTS

We encourage our students to develop positive 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.

LIFE MENTORSHIP

LIFE MENTORSHIP

Life mentorship at HCA involves intentional pursuit of relationships where our faculty and staff seek to provide students with insight from their life experiences to help them mature and grow. Relationships are developed through a variety of co-curricular opportunities with the ultimate goal of pointing each student to the comforting peace found in a personal relationship with Jesus Christ.

CO-CURRICULAR OPPORTUNITIES

Clubs

High School 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.

Cool School

The HCA Cool School program takes place the month of June for rising K5 – 6th graders. Cool School enables students to retain knowledge and skills from previous years while introducing new skills and learning in a fun-filled, safe environment.

Field Trips

Harvest offers extracurricular enrichment to students through field trips. These trips enhance students' learning experiences and provide class-building opportunities. By exploring new environments and engaging with hands-on activities, students can gain practical insights that complement their classroom studies. Field trips encourage teamwork, communication, and critical thinking skills as well as foster stronger bonds among classmates. These are also great opportunities for parents to get involved by volunteering to chaperone on student field trips.

Grade Level Activities

HCA teachers organize grade-specific activities and theme-days that complement the classroom curriculum by providing engaging activities in unique settings. These activities also provide ways for parents to volunteer and assist their student's homeroom teacher by providing supplies and/or supervision during the events.

HISL

Harvest Intramural Sports League (HISL) offers our 4th–6th grade students' opportunities to learn the basics of volleyball, basketball, and futsal. This program introduces students to key concepts in training, as well as providing hands-on practice and game scenarios. Under the supervision of the HCA Athletic Director, our high school student coaches lead the sessions, providing guidance and mentorship. Emphasis is placed on understanding the rules, strategies, and teamwork necessary for each sport.

To participate, students may not have a failing grade (lower than 60%) in the core subjects of math, reading, and ELA on their report card heading into the upcoming season. The administration may not give approval for students to participate in HISL if they continually have a low grade average in their core classes or struggle with classroom attendance.

Interscholastic Sports

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

A participation fee is charged per sport. The HCA Sports Packet (including physical exam forms and permission forms for 6th-12th students) 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 a sport for another school 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. Students must also have a 70% combined average in all classes. The administration may not give approval for students to participate in athletics if they continually have a low grade average in their core classes.

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, students are committed to the entire year unless otherwise approved by the child's principal.

PRCC

Pacific Rim Christian Camp is a one-week overnight camp in the month of July. This camp provides opportunities for team building, outdoor activities, island excursions, and spiritual training. One week is for teenagers; one week is for upper primary and junior age children.

Student Life Council

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.

DISCIPLINE

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 addressed and lovingly corrected. All items that are entered into FACTS discipline for grades 4th-12th will be emailed to parents.

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).

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 HCA Administration and Discipline Council.

PREK - 6TH GRADE DISCIPLINE

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, 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 takes place from 2:45-3:30 p.m. Detention will be communicated with parents and then scheduled for the next available detention date. The detention is monitored by the grade level teacher with the purpose of working through strategies to assist the student in making wise choices. If a student is involved in extracurricular activities, he/she may go to that activity after the detention has been completed.

7TH-12TH GRADE DISCIPLINE

Most discipline is handled by the teacher within the classroom context. The Discipline Council (DC), made up of teachers and principals, advocates for the student and supports 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 Administration regarding disciplinary action including suspensions and expulsion.

We use our 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. When there is a range of demerits listed, the DC will determine the final amount based on the severity of the offense and the response of the student. An email will be sent to parents when an issue is documented in FACTS.

Detention Details

The purposes of 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 DC member will talk to the student about why he/she is there, share Biblical counsel, and give appropriate assignments.

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: Suspension	
75	Jr. High: 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	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. 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.

At the end of each semester, the DC will determine if a student's positive behavior can result in merits reducing their overall demerit total.

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
- 5-10 Disrupting class
- 5-10 In a building/classroom/vehicle without permission
- 5-10 Use of electronic device without teacher permission
- 5-15 Inappropriate behavior (e.g. horseplay)
- 10-30 Inappropriate language - verbal or otherwise (e.g. profanity, obscene gestures, teasing)
- 15-30 Lying / deceiving authority
- 15-50 Damaging school property
- 15-50 Inappropriate or vulgar drawings or notes
- 15-50 Disobedience to authority / Disrespect
- 15-50 Skipping class, chapel or an assigned event
- 15-75 Cheating
- 15-75 Theft
- 15-75 Inappropriate physical contact
- 25-50 Leaving school without permission
- 25-100 Prohibited items
- 50-75 Vandalism
- 50-75 Major altercation (physical or verbal)
- 50-100 Bullying (physical, verbal, cyber) or threatening others
- *Any behavior resulting in the damage of HCA property will be assessed a **\$25 fine** along with any expenses related to the cleanup, repair, or replacement cost of the damaged property*

The following disciplinary issues will be addressed whether they are happening on- or off-campus as these are either legal issues or character issues that do not represent the core values pursued by HCA.

- 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

Probation Details

Students identified by the DC as having issues with behavior, academics, or attitude may be placed on probation 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 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.

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 student behavior. The administration reserves the right to amend the rules and regulations as necessary. The administration is the final authority to enforce the intent and spirit of the discipline guidelines.

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 a certain number of days. The length of the suspension will be determined by the Discipline Council based on the severity of the offense. 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 absences. Students may not participate in any extracurricular practices or contests on the day of 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.