



Student Handbook and Policy Manual

2024-2025

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Principal's Welcome:

Dear Families, it is my joy to welcome you to another year here at Harvest Academy Christian School. We believe in an education that encompasses the whole child. This means that we seek not only to provide a quality education for your child in the area of academics, but also to teach them how to be mentally healthy, emotionally aware, and spiritually in tune with God. It is our desire to see students who are more than just believers of Christ, but who grow into disciples of Christ. We believe that God has a plan and a purpose for your child and it is our hope that during their time here, that they would begin to flourish into all that He has made them to be. On behalf of our entire faculty, we want to thank you for choosing our school to entrust your child's education with. We are looking forward to a year of substantial growth and fun on our campus.

Blessings,

Vanessa Roque

Principal

vroque@harvestacademy.net

Handbook Policies

It is crucial that every Harvest Academy Christian School student and parent read and understand the policies outlined in this handbook. Every student will be held accountable to the policies indicated and will face consequences for failing to do so. If clarification is needed for any of our policies, please confer with an administrator.

Each student enrolled in Harvest Academy Christian School is required to read the handbook and sign a waiver indicating cooperation and understanding of the stated guidelines. The student's parent (s) is/are also required to sign the waiver. The waiver must be in the students file on the first day of school, or the first day they begin.

Harvest Academy Christian School reserves the right to modify or make amendments to this handbook and its content as deemed necessary.

School Leadership

Board of Trustees:

Chuck Pelham (President)
Vanessa Roque (School board member)
Dr. Ramon Carroll (School board member)
Clyde Johnson (School board member)

Identification

Belief Statement:

Harvest Academy Christian School is a part of New Harvest Church INC. We strongly believe that we exist in our community to offer parents a Christ-centered education that is built upon the foundation of what we believe: Jesus died for the sins of humanity and rose again on the third day so that we could be renewed and restored back to the Father and live in His wholeness and perfect will for our lives.. We believe in building a firm foundation of faith in our students that will create disciples of Christ who will serve the Lord all their days. We believe we have a sacred responsibility to train students in academic excellence as well as give them the tools they need to be healthy, contributing members of society. Our role as educators is to consistently point your child back to

Jesus in all that we do and remind them that they have a purpose, a destiny, and there is no limit to what they can achieve in this life as long as they put their faith in God and work hard towards their goals. We understand that we are shaping lives every single day, and our promise is to love and support your child, modeling to them the love of God and preparing them for their bright future ahead.

Mission Statement

Harvest Academy Christian School is a private, non-denominational Christian School that partners with Christian families to provide a unique learning experience that develops in our students a biblical worldview, promotes academic excellence, and prepares students K-12 for a lifetime of faithfulness to Christ.

Vision Statement

Harvest Academy Christian School exists to serve the families in our region through the holistic development of their child. Our purpose is to prepare students academically as well as emotionally, mentally, and spiritually for their future.

Statement of Faith

1. We believe the Bible to be the inspired, only infallible authoritative, inerrant Word of God (1 Timothy 3:16).
1. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
2. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
3. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that man are justified on the ground of faith alone for salvation (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
4. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
5. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 6:19-20, Ephesians 4:30, 5:18).
7. We believe in the personal and imminent coming of our Lord Jesus Christ and that this “blessed hope” has a vital bearing on the personal life and service of the believer (1 Thessalonians 4:13-18).

Board of Trustees and Administrative Policies

Harvest Academy Christian School families agree to abide by the policies by the Board of Trustees and Administration to ensure the orderly day-to-day operation of our Campus. Families hereby acknowledge that the Board of Trustees and Administration may amend their policies at their discretion regarding the day-to-day operations of Harvest Academy Christian School during the term of their enrollment.

School Affiliation and Accreditation

Harvest Academy Christian School is a private, Christian school accredited through The National Association of Private Schools.

Expectations

All students enrolled at Harvest Academy Christian School are expected to conduct themselves in a manner that is respectful to others and that brings Glory to God. We expect our students to conduct themselves according to Christian standards such as:

honesty, integrity, responsibility, and love towards their brothers and sisters in Christ. We expect our students to fully integrate Scriptural standards into their lives in regards to:

- Cheating
- Stealing
- Respect for authority as commanded by God
- Dressing in conformance with one's biological sex.
- Using restrooms, locker rooms, or changing facilities that are in conformance with one's biological sex.
- Abstaining from sexual conduct outside of a martial union between one man and one woman.
- Cursing

With the understanding of these objectives, students are expected to behave in a manner that is right and upholding the standards laid out in this handbook. We will do our part to reach your student as an individual and at the level they are on, however, all students enrolled at Harvest Academy Christian School are expected to live, act, and behave according to Christian standards. Persistent violators of expected standards will not be allowed to continue at Harvest Academy Christian School.

Admissions

Statement of NonDiscrimination

Students are admitted to Harvest Academy Christian School without regard to race, color, or national or ethnic origin. Students are admitted on the basis of available space, behavior record, scholastic record, and agreement of parents to cooperate with the school. When classes are full, prospective students are placed on a waiting list and are called as space becomes available.

Academic Readiness

Harvest Academy Christian School will differentiate instruction to meet the needs of students as allowed and according to our resources. Students MUST be:

- Able to function in a normal classroom setting WITHOUT support services.
- Willing to exhibit attitudes and work habits that contribute to academic success.

Admissions Priorities

Re-enrollment priority will be given to students who meet the following criteria:

- Continuing students who have all accounts current by "early enrollment" date.
- Children of new staff members
- Siblings of currently enrolled students

Admissions Criteria

Families desiring to enroll their child(ren) in Harvest Academy Christian School must meet the following criteria:

- Students have had NO behavioral, attitudinal, or moral problems at previous school.
- Family is willing to go through the Scholarship process and be responsible for any balance the Scholarship may not cover.
- Students have a desire to attend Harvest Academy Christian School.
- Family understands that admission will not be final until Scholarship is approved OR an agreement has been made to financially cover the full amount of tuition.

Financial Policies

Payment Policies:

- Enrollment: Enrollment fee is due at time of registration. Payments made to the account will be applied to oldest charges first.
- Students with past due accounts will NOT be allowed to re-enroll until past due balance is paid in full AND a written agreement is in place that states for the next school year, as long as student is enrolled, all charges must be paid automatically through a CURRENT debit card set up in FACTS.
- Delinquent Accounts: (More than 30 days) A plan of correction must be submitted to Administration for approval. Failure to submit a corrective plan will result in dismissal for the student. Report cards and student records will not be released until the balance has been made current.
- Withdrawal Policy: Written notice to the school office is required if a student is withdrawing from school during the school year. If a student is withdrawn or expelled, tuition charges will be prorated based on the total number of days enrolled, using the actual date of expulsion or receipt of withdrawal for the calculation. Registration and Enrollment fees will NOT be prorated and are NON-refundable. Report Cards and Transcripts will NOT be processed until all accounts are paid in full.

After a student has withdrawn, for any reason, and all efforts to collect past due or delinquent accounts have been exhausted, the school shall turn over the account to a collection agency.

Financial policies are subject to change, by the Board of Trustees, without notice.

Minimum Academic Requirements

- 2.0 GPA
- No F's
- No more than 1 D in any class, in any grading period. (1st quarter/2nd quarter/3rd quarter/4th quarter)

Academic Probation (9-12 Only)

Level 1:

- Students will be placed on Level 1 Academic Probation after failing to meet the minimum requirements for the quarter.
- Students placed on Level 1 Academic Probation are subject to weekly academic reviews with our Guidance Counselor during the next quarter.
- Students placed on Level 1 Academic Probation may be required to stay after school for tutoring and individual support.
- Level 1 Academic Probation serves as a warning to keep students from being placed on Level 2.

Level 2:

- Students will be placed on Academic Probation if they fail to meet the minimum academic requirements again while being placed at level 1.
- Students placed on Level 2 Academic Probation will be required to have weekly academic reviews with the Principal during the next quarter.
- Students can only be placed on Level 2 one time within consecutive years, and no more than two times while enrolled at Harvest Academy Christian School.
- Students who remain on Level 2 Academic Probation with no attempt to come off the probation period within a quarter, run the risk of being dismissed as a student with Harvest Academy Christian School.

Grade Point Average (GPA)

GPA is the average of a student's quarter grades and will reset each year.

- A= 4.0

- B=3.0
- C=2.0
- D=1.0
- F=0

The GPA is calculated by RenWeb and posted on student's report cards.

Progress Reports

Progress Reports will be emailed to the provided email address in FACTS, as well as posted to the Family Portal at the mid-term of each quarter.

Report Cards

Report Cards will be emailed to the provided email address in FACTS, as well as posted to the Family Portal at the end of each nine-week grading period. Report Cards will not be issued until all accounts are current and all miscellaneous charges or fees have been paid.

Semester Exams

Semester Exams will be given at the close of each semester according to the testing schedule of administration and teachers.

Grading and Assessment Policy

Grades are issued on the following basis:

- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=50-59%
- I=Incomplete

In cases where a student has a legitimate reason for not completing coursework, an Incomplete ("I") will be given and the student will have a maximum of 2 weeks to complete the requirements for that course. After two weeks, the incomplete will be changed to the letter grade earned for the class.

SAT 10 Testing

Students will complete SAT 10 Testing in accordance with the Florida Department of Education during March each year. Grades 3-11 will participate in the testing week. Scores will be available for parents to review upon request.

IREADY Diagnostics

Harvest Academy Christian School utilizes iReady diagnostics to monitor students academic growth throughout the year. A baseline assessment will be conducted during the fall that will be used to identify where your student is in regards to academics and

their individual growth path. Our second assessment takes place during Winter and our third assessment during Spring. Grades K-8 participate in iReady diagnostic testing.

Student Responsibility

Harvest Academy Christian School places an unrelenting emphasis on the student's responsibility in learning. To that end, we expect:

- Work to be completed and turned in on time.
- Work should meet essential learning targets.
- Students should be aware of and plan for deadlines nearing the end of marking (quarter and semester) periods.
- Students should utilize formative assessments to identify their strengths and weaknesses and when needed, seek extra help and support.
- Students who intentionally do not complete coursework should expect immediate and natural consequences in the form of a work detail, after school mandatory make-up sessions, and phone calls home to the parent, in which we would expect parental intervention.

Parent Responsibility

Parents:

- Are welcome to confer about student progress at any time during the year.
- Have access to behavior and academic progress at any time through the Family Portal.
- Should understand that the gradebook is a record keeping device that reports progress toward achievement of essential learning targets, and as such, will change as indicators of growth are evaluated. No reporting devices, however, can replace the power and effect of communication between teachers, students, and parents.
- Should encourage students to seek additional help when formative assessments indicate the student is struggling.
- Will receive formal progress indicators eight times a year: Progress Reports at each mid-quarter, and quarter grades every nine weeks.
- Should understand that Progress Reports are formative in nature and provide feedback to students and parents about strengths and weaknesses.
- Should understand that Report Cards are summative and capture a picture of achievement of essential learning targets after nine weeks of instruction.
- Should realize that we expect parents to cooperate with the student standards outlined in the handbook and provide parental intervention when standards are not being upheld.
- Should realize and understand that if at any point in your child's enrollment there is a break in partnership between the parent and Harvest Academy Christian School, we fully reserve the right to withdraw your student.

STUDENT EXPECTATIONS

Classroom Success

The 4 R's to classroom success: At Harvest Academy Christian School we believe that these four characteristics are what make a student successful spiritually, academically, and socially. All classroom rules can be led to one of these four areas.

1. **RESPONSIBILITY:** Each student is responsible for themselves. Romans 14:12, "So then each of us will give an account of himself to God."
2. **RELATIONSHIP:** Each student is expected to foster healthy relationships that honor one another and God. Ephesians 4:32, "Be kind to one another, tender-hearted, forgiving one another as Christ forgave you."
3. **RESPECT:** Each student is required to speak to one another and faculty/staff/administration in a respectful manner. Ephesians 4:29, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
4. **Readiness:** Each student is expected to show up for each class ready to learn and properly equipped to do so. Colossians 3:23, "And whatever you do, do it with all of your heart, as unto the Lord and not unto men."

Attendance

Regular attendance is a vital part of one's education, and an important part of one's preparation. Christians should love and respect each other by respecting their time. Harvest Academy Christian School requires that students be in class the required time to receive credit for a class. Research has proven that consecutive absences result in poor academic performance. If your child misses 2 days per month, that breaks down to the following instructional time that is lost: **20 days a year, 30 hours of math, and 60 hours of reading and comprehension**. That is equivalent to your child missing *an entire year of school* by the time they graduate simply by being absent 2 days per month. This is not a trivial matter; therefore, we will be *strictly enforcing* the following policy when it comes to absences.

The following are Florida Statutes that we will be adopting as policy. I have listed the official website link for your viewing.

- **1003.27. Court procedure and penalties.**

Penalties. –The penalties for refusing or failing to comply with this chapter shall be as follows:

(d) The student.

1. In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to *pay a civil penalty of up to \$2*, based on the student's ability to pay, *for each day of school missed, perform up to 25 community service hours at the school, or participate in counseling or other services, as appropriate.*

2. Upon a second or subsequent finding that a student is a habitual truant, the court, in addition to any other authorized sanctions, shall order the student to make up all school work missed and may order the student to *pay a civil penalty of up to \$5*, based on the student's ability to pay, *for each day of school missed, perform up to 50 community service hours at the school, or participate in counseling or other services, as appropriate.*

Website: [Florida School Discipline Laws & Regulations: Chronic Absenteeism and Truancy](#) | [National Center on Safe Supportive Learning Environments \(NCSSLE\) \(ed.gov\)](#)

- **322.091.F.S Attendance Requirements.**

1. Minors between the ages of fourteen and eighteen years of age who drop out of school, *or who accumulate 15 unexcused absences in any 90-calendar-day period, will not be issued a learner's permit or will have their driving privilege suspended by the Florida Department of Highway Safety and Motor Vehicles.*

Website: [General Provisions and Attendance \(fldoe.org\)](#)

Students who have the Step-Up for Students Scholarship should also be advised that after so many absences, they are in danger of losing their scholarship.

Students that currently meet the criteria for being on track for "habitual truancy", will receive a printout of their absences thus far, along with this email that must be signed by a parent and returned to the school which communicates to us that you are aware of our policy and will make sure that moving forward your child is present at school unless the absence is excused.

If your child has more than 3 UNEXCUSED absences within a semester, the policy described above will take effect.

Excused Absences

A student's absence will be considered excused for one of the following 6 reasons:

- Illness (with signed note)
- Medical/Dental Appointment (with written documentation from doctor's office.)
- Bereavement (with signed note)
- Health Department action
- Legal and/or court obligation (with court documentation)
- Pre-arranged absences (in accordance with school policy)

Tardy Policy

Harvest Academy Christian School believes in teaching life skills to our students. We believe that a life skill that will be pertinent to their success as an adult is punctuality. Students who are tardy consecutively will receive a demerit and appropriate consequence that corresponds to the number of assigned demerits. (See pg.13 for more information)

(include time considered late once start time is decided.)

Standards and Guidelines

The guidelines below are designed to assist in providing an optimum learning environment. A child who has a difficult time responding to authority will grow up to be an adult who has a difficult time responding to authority. Having respect for authority requires that students come to class prepared, act in a manner appropriate for a classroom setting, and act in a way that builds one another up.

God commands respect for those in authority. This requires obedience to:

- All staff
- All teachers regardless of grade level
- Office staff
- Bus drivers
- Janitorial staff
- Aides
- Volunteers
- Lunchroom staff

BEHAVIOR GUIDELINES

Conduct and Discipline

Our conduct and discipline philosophy and policies are written based on the truth found in Proverbs 22:6, “Train up a child in the way that they should go and when they are old, they will not depart from it.” Harvest Academy Christian School recognizes its responsibility and role in the personal growth and development of the students who attend this school. We believe it is our duty to partner with parents in training and leading their children into maturity and self-discipline.

Policies have been developed to set the standard for the type of behavior and conduct that is expected and the necessary consequences of behavior and conduct that is not acceptable. Having been entrusted to share in the training of these students, Harvest Academy Christian School seeks the support and cooperation of parents and students regarding the policies set forth in this handbook.

Harvest Academy Christian School is a community of individuals who work, learn, and co-exist together on campus. Students, parents, administrators, faculty, and staff are all expected to conduct themselves in a manner that exhibits a spirit of cooperation, consideration, and respect. This means that we fully expect every individual who steps onto our campus to uphold the same standards we expect our students to hold too. Failure to uphold these standards will result in a dismissal from campus that will remain until lifted at the discretion of the administration.

Suspension and Dismissal

Harvest Academy Christian School reserves the right to suspend or dismiss at any time students who conduct, influence, spirit, industry, progress, or academic standing is regarded by administration as undesirable or unsatisfactory.

Behavioral Probation

As determined by administration, a student may receive either an in school suspension (ISS) or out of school suspension for a specified period of time. In school suspension will include the student being removed from the classroom for the specified amount of time, depending on the infraction, and a work detail that would happen on campus and encompass activities such as: picking up trash, sweeping classrooms, cleaning the lunchroom after lunches, cleaning trash off buses, ect. A student may also be placed on behavioral

probation determined by the administration. Any infraction during the probationary period will result in the student's referral to the Board of Trustees, where they will determine if the student is to be dismissed from the school.

Off-Campus Behavior

Harvest Academy Christian School reserves the right to confront behavior that is detrimental to the student, community, school, and others regardless of the location of the conduct or age of the child. "Location" applies to any public or private place, including, but not limited to: internet websites or cyberspace for the purpose of these guidelines. A student's conduct on internet sites displays his or her attitude and perspective and should be consistent with Harvest Academy Christian School's guidelines and principles.

Referral Process

Harvest Academy Christian School has developed a discipline process by which students are given an opportunity to correct misbehavior before serious disciplinary action is taken. Inappropriate student behavior within the classroom will be handled by the teacher, providing the behavior is not one of the "major offenses" outlined in this handbook. Should the teacher's attempts to remedy the situation prove to be ineffective, the student may be issued a referral to the office. A referral will generate a student conference with the administrator and notification to the parents (either by phone or FACTS). The referral is then recorded and placed in the student's file. Any further action listed in the handbook will also be administered.

Search and Seizure

Harvest Academy Christian School personnel may examine a student's personal belongings or person at any time if deemed necessary. This includes, but is not limited to, a student's backpack, purse, desk, vehicle, or other items.

General Discipline Policy

Code of Conduct Goals- Students will demonstrate the following:

1. Harvest Academy Christian Schools Mission & Vision
 - a. Students have an obligation to uphold our mission and vision.
2. Personal Responsibility
 - a. Students will accept responsibility for their actions.
 - b. Act ethically and with integrity.
 - c. Conduct themselves in accordance with Biblical principles.
3. Social Responsibility
 - a. Students will show respect for themselves.
 - b. Students will demonstrate respect for others.
 - c. Students will demonstrate that they respect the interdependence and cultural diversity of all students, understanding that we are all made in the image of God.
4. Responsible Citizens
 - a. Students will be able to describe the major rights and responsibilities of citizenship.
 - b. Students will participate in a variety of activities that demonstrate responsible citizenship.
 - c. Students will understand the importance of being law-abiding citizens in school and society.
5. Interpersonal Skills
 - a. Students will work with others.
 - b. Students will demonstrate that they can manage themselves in large and small groups.
 - c. Students will demonstrate that they can constructively manage conflict in a variety of contexts.

Disciplinary Procedures

Harvest Academy Christian School believes that children should face natural consequences for misbehavior as this provides for them an accountability structure that creates the avenue for change in their lives. Consequences are a part of life, and failing to

allow your child to experience a consequence for misbehavior or a choice they have made, will result in dismissal from Harvest Academy Christian School. We believe in consequences that remind the child that even though they made bad choices, they are still good children with a bright future ahead of them. We promise to always discipline students at Harvest Academy Christian School in a manner that is fair and full of love and patience.

Students who receive demerits will experience one of the following ways of discipline:

- After-School Detention: Students will be required to stay after school from 2:50-3:30 p.m. with administration for detention. During this time, students will have a behavior conference with administrators where a plan for improvement will be made.
- Work Details: Students will work either inside the school building or outside on school campus. This work can include: Cleaning up classrooms, taking out trash, cleaning the lunchroom, sweeping buses, ect. You will be notified through FACTS about your students' work detail and what it will encompass. Students who receive a work detail will also be instructed to find a Scripture that correlates to their offense and write about how they are expected to change their actions.
- ISS: In School Suspension will be utilized for students who have had several demerits and have failed to meet any behavioral plan expectations OR if the infraction calls for it. Students who are placed in ISS will be separated from their classroom for 1-3 days, depending on the severity of the offense. They will be required to do all of their work during that time. Parents will be notified at the start of the ISS and will be required to come meet with administration and speak about the behavior demonstrated.
- OSS: Out of School Suspension will be utilized for students who have had several demerits and have failed to meet any behavioral plan expectations OR if the infraction calls for it. Students who are placed in OSS will be out of school for a time period that is determined by administration. If a student is placed on OSS, they are subject to review and it is to the discretion of administration if they will be allowed to return to Harvest Academy Christian School.

Demerits

Demerits are issued and tied to certain disciplinary actions. Demerits are cumulative over the course of the year. The following outlines disciplinary actions for cumulative demerits.

- 5 Parent Conference and After-school detention. (2:50 pm-3:30 pm) *If a student rides the bus, alternative pick-up must be made known to the front office in advance of detention.
- 10 Work Detail
- 15 ISS
- 20 1 Day OSS
- 25 3 Day OSS
- 30 *Enrollment review will take place and students are subject to immediate dismissal from Harvest Academy Christian School at the discretion of administration.

*Harvest Academy Christian School reserves the right to dismiss any student at the discretion of administration for behavioral problems or failing to meet the standards laid out in the handbook.

*Harvest Academy Christian School reserves the right to dismiss any student at the discretion of administration for any family that chooses to not allow their child to be disciplined according to our guidelines OR chooses to use any type of inappropriate language, verbage, or tone with any faculty or staff member because of a disagreement.

Tardy Procedures

One of the life-skills we emphasize throughout the year is punctuality as we believe that falls under the umbrella of personal responsibility. The following procedures will be in place as we address code of conduct issues having to do with being late or tardy to class.

A tardy by definition is being late to class. A tardy may not be issued for being unprepared for class. Being consistently unprepared for class (homework, pencil, paper, ect.) is a behavior issue and will be recorded separately on the report card.

This policy applies to unexcused tardies. Students will not be penalized for excused tardies. We understand that life happens and circumstances arise where parents may need to excuse a first (1st) period tardy. Parents who wish to excuse a first period tardy will be limited to five (5) per quarter. We will make allowances for students on an individual basis. Most of the allowances will apply to the first (1st) period. Excusable tardies would encompass situations such as: inclement weather, car issues, emergencies ect. It is the responsibility of the parent to write the excuse for the tardy and to communicate with the school. It is the responsibility of the student to bring their note to the front office.

- Tardies will be tracked by class period.
 - K-6th graders will be marked tardy during the first (1st) period of the day.
 - 7-12th graders will be marked tardy by class period. *Students are responsible for getting to their classes on time.
- Tardy referrals are cumulative over the course of a quarter.
- Tardies will be tracked in increments of Two / 2 - 4 - 6 -, ect.
- Consequences for tardies are as follows:
 - 2nd Tardy: Step 1 - Warning
 - 4th Tardy: Step 2 - After School Detention (2:50 pm. - 3:30 p.m.) *Parents are responsible for pick-up.
 - 6th Tardy: Step 3 - Work Detail
 - 8th Tardy: Step 4 - 1 Day ISS
 - 10th Tardy: Step 5 - 2 Day ISS *Parent Conference Required.

*Students who fail to appear for any assigned consequence will have the consequence doubled. They then will be rescheduled.

Dress Code Policy

Harvest Academy Christian School believes that part of personal responsibility that students need to learn as a skill for their life is the standard of appearance. Students are expected to come to school groomed well and dressed in school approved attire. Please review the following standards we expect our students to adhere too:

- Uniforms: Students are expected to be dressed in their Harvest Academy Christian School POLO and khaki material pants.
 - Pants may be the following colors: Khaki, Navy Blue, Dark Green, and Black. *Absolutely NO jersey knit pants or sweatpants allowed.
- Jackets: Jackets must be ordered along with Harvest Academy Christian School POLO's. No outside jackets are to be worn. * Please see the front office if you are enrolling past the start date to order.
- Shoes: Students are to wear closed toed shoes at all times. IF girl students would like to wear sandals, they MUST have a back to them. *NO CROCS ARE ALLOWED.
- Fridays: Jeans are allowed on FRIDAYS ONLY. NO HOLES are allowed ABOVE the knee. IF there is any skin showing above the knee, the student will be required to change.
- Special Circumstances: Students that participate in school sports are allowed to wear their team jersey with jeans (no holes) only on the day of their game. *Students must submit their game schedule to the front office or will be required to change.
- Testing Week: During SAT 10 testing week, students are allowed to wear school appropriate jeans with their school shirt.
- Cold weather: On the few days of cold weather we get per year in Florida, students will be allowed to wear school appropriate jeans with their school shirt.

- T-shirts: ONLY school t-shirts are allowed on Fridays. IF a student has a regular t-shirt on, they will be required to change.
- Hats and sunglasses are not permitted.

*Demerits will be given for each dress code infraction. Please see the demerit section on pg.11. Parents will be notified and required to bring appropriate clothing to their child if found out of dress code.

Cell-phone Policy

Individual use of cell phones during school hours is not permitted. If students bring a cell phone to school, they are solely responsible for the device. Harvest Academy Christian School holds no responsibility if the cell phone is lost, stolen, or damaged. If students are caught using their cellular device during class periods, they will be warned the first time, after that the phone will be confiscated and turned into the office where the parent must pick up the cell phone at the end of the day.

*Students are expected to conduct themselves in a manner that follows the guidelines and standards of Harvest Academy Christian School. Any incidents involving students at Harvest Academy Christian School that involve social media, or happen via cell phone, will be addressed by administration and an appropriate disciplinary action will be assigned regardless of the location of the incident. Please see pg.10 “Off Campus Behavior” for more information.

Parent Expectations

Communication

In order to facilitate better understanding and agreement within our school family, we will observe the following Biblical procedures from Matthew 18:

- Speak directly to the person most directly involved. (If someone is not a part of the problem or a part of the solution, they should not be a part of the conversation.)
- If after consulting together a mutual agreement or reconciliation is not found, the matter should be brought to administration.
- If the matter is still unresolved, it will be brought before our school board.

Student Records

Any student, parent, or legal guardian may have access to records, which pertain to them personally. Only authorized persons will have access to student records.

Family Portal

Family Portal is our online communication system that is available to all students and their parents. Grades, class assignments, and other pertinent information will be updated weekly. Progress reports and report cards will be posted at mid-quarter and at the end of each quarter. Parents are encouraged to check the family portal weekly for updates regarding their child as this is our main form of communication.

Student-led conferences

It is the aim of Harvest Academy Christian School to maintain close and constructive communication with parents. Student-led conferences will be held at the end of the 1st and 3rd quarters. Other conferences may be arranged as needed at the request of parents, teachers, or administration.

- A student-led conference is a conference with parents led by the students.
 - The role of the teacher is a facilitator in the conference process.
 - Students lead parents through a discussion of their work and established academic and social goals.

Philosophy and purpose

- We believe that the process of communicating students' progress to parents must involve students in a meaningful way.
- Having students lead a conference with their parents is a way to maximize their involvement.
- Supports improvement of students academics in school through: relevance, responsibility, and reporting to parents.

Teacher Role

- To organize the conference environment and guarantee success.
- Scheduling, guiding portfolio collection, training students and setting up conference spaces.
- Guide and observe during the conferencing process.

Student Role

- Through all stages of the student-led conference process: preparation, implementation, and evaluation. The student is the key participant.
- The student is responsible for working with the teacher to identify strengths, needs, and collecting evidence to validate learning.
- The student self-reflection process is a critical piece in developing student skills.

Effectiveness of Student-Led Process

- The student takes responsibility for reporting their learning to their parents.
- The SLC process increases parent involvement and participation in school.
- Students engage in self-reflection of the learning process.
- Develop self-evaluation and presentation skills.

*Parental participation in student-led conferences at the end of the 1st and 3rd quarter are required. We believe in partnering with parents in regards to their child's education. Please be advised that you will sign a document agreeing to this policy and it will be in your students file.

Family Engagement Nights

Harvest Academy Christian School will have three (3) Family Engagement Nights throughout the school year. The dates will be listed on the school calendar, as well as posted in the Family Portal. The first family engagement night will be for grades K-6 only, and the second family engagement night will be for grades 7-12 only. The final family engagement night will be for all families.

*Please be advised that while we do our best to keep dates posted, there are times that arise where we may have to change the date. In those situations, ample notice will be given through email and social media communications as well as posted in the family portal under announcements.

Parent-Teacher Conferences

At the end of the 1st and 3rd quarter, student-led conferences will be held. During the 2nd quarter, parents are encouraged to set up an appointment with teachers for a parent-teacher conference. *Parent-teacher conferences may be requested at any time.

Miscellaneous

Field Trips

Field trips are not a right given to every student, they are a privilege earned by every student. If your child has received more than nine (9) demerits for the year, they will not be permitted to attend ANY field trips. This policy includes demerits earned through consecutive, unexcused tardiness. Please be aware that any outstanding balances must be paid in full or your child will not be permitted to attend a field trip. *Chaperones wishing to attend field trips MUST have background clearance in order to attend. Students who have received ANY demerits for the year MUST be accompanied by a parent or legal guardian in order to attend the field trip.

Lunch Policy

Harvest Academy Christian School offers lunches daily to all students. A monthly breakfast and lunch menu will be posted in the family portal account. Please be advised that we do not allow any vendors to bring food to your child on school campus. If you want your child to eat food from an outside vendor, please check them out for their lunch period as we abide by the regulations of the food program we serve. Parents are permitted to pack their child's lunch or they may participate in the food program.

After-School Policy

If your child will be attending after school, you must sign up at the Harvest Academy Early Learning Center, located in the main Church building. Parents are responsible for filling out the after-school form at their child's start date which will inform the school of which days their child will be in attendance. If your child will be picked up early and not in attendance at after-school for the day, please call the front office for notification. *Parents are responsible for all fees associated with the after-school program.

Bus Policy

Bus rules apply to any time the school bus is in use, whether it is daily pick-up or drop-off or any off campus uses. Safety is the most important consideration in transporting students on buses. The instructions of bus drivers must be obeyed at all times. Students may be removed from bus privileges if deemed appropriate by administration and driver.

Responsibility

- Keep hands, arms, and body inside the bus at all times.
- Be disciplined and show self-control.
- Do not sit in the driver's seat.
- No eating, drinking, or chewing gum on the bus.
- Do not throw objects inside or outside of the bus.
- Take a seat and remain seated, facing forward while on the bus. Keep your feet on the floor in front of the seat, not in the aisle.
- Keep the aisle and exits clear.
- Please keep the bus clean.

Respect

- Avoid loud talking.
- Give consideration to others.
- Listen to the driver.
- No comments are to be made outside the bus windows.

Relationships

- Use appropriate language. *Demerits will be given for any use of foul language on the bus.
- Be respectful.
- Treat others the way you would like to be treated.

Readiness

- Remain seated until the bus has come to a complete stop.
- The emergency door and exit controls may be used only during supervised drills and/or actual emergencies.

*Students who ride the bus will be charged a bus fee that they are responsible for paying. Students are not permitted to ride the bus unless their parents have filled out the bus form and paid the bus fee.

*Students will sign a bus form that acknowledges they have read the bus rules and will obey them. Failure to follow the bus rules will result in their removal of bus privileges and parents will have to arrange another form of transportation for their child(ren).

Technology Policy

All technology (computers, chrome books, tablets, headphones,) that students utilize during class times will be monitored by teachers. If a student damages any technology equipment belonging to Harvest Academy Christian School, the parent will be required to pay for all damages incurred. If a student attempts to visit an inappropriate website, social media, or any other non-educational website, they will be given a demerit that corresponds to the severity of the infraction and the parent will be notified.

*All technology is monitored by administration through GoGuardian. We can view all websites or online activities your child views or participates in while on school devices. Safeguards are in place to block any inappropriate websites or malicious sites. However, if your child attempts to search something inappropriate, we will know and they will be assigned a consequence and potentially lose all technology privileges for the year.

Visitor Policy

Arrangements MUST be made ahead of time by anyone wishing to visit our campus.. The primary purpose of visitation is to give prospective students a look at our school. Prospective families should contact our office in order to schedule an appointment for visiting our campus.

Harvest Academy Christian School is a CLOSED campus, therefore, ANY visitors MUST obtain permission to be on campus.

If a parent or legal guardian is desiring to visit classes during school hours, they must be willing to complete a background check, which must come back free of any infractions concerning children, or they will not be permitted to sit in the classroom. This policy is in effect because Harvest Academy Christian School is concerned with the safety and care of ALL of our students and must be responsible for the proper vetting of any adults on our campus.

Social Media Policy

Any student who decides to operate a personal online website, contribute to a blog, or engages in social media activity will be held fully responsible for any and all involvement. Student(s) are subject to disciplinary action, if warranted, due to inappropriate pictures, posts, comments, or acting in agreement to the before mentioned. Student(s) who operate a personal online website, contribute to a blog, or engage in social media activity agree to random checks by the administration. A student will be subject to disciplinary action in the event of conduct that is deemed unbecoming of the Christian morals, values, and ethics set forth by Harvest Academy Christian School.

Bullying Policy

Harvest Academy Christian School has a “zero” tolerance policy toward the bullying of student(s) and/or staff. Harvest Academy administration will investigate and issue any necessary discipline if a student or staff feels they cannot safely perform their daily expectations/responsibilities due to threats or comments from another student/staff.

Homework Policy

At Harvest Academy Christian School, we believe that homework should hold purpose, be intentional, and not consume hours of afterschool time for students. Grades K-6 will not be issued homework assignments, other than mandatory reading of library books. Grades 7-12 may be issued homework assignments that encompass work that was not completed in class, OR assignments that relate directly to the material covered in class that day, or study guides that will prepare students for upcoming quizzes/tests/exams.

Retention Policy

Harvest Academy Christian School reserves the right to retain a student if academic standards are not met for the year. Parents will be notified by January and a conference will be held with the student being considered for grade retention, the parents or legal guardian, teacher and administration.