

Harvest Temple Christian Academy

Student Handbook

Preparing Minds to Lead and Hearts to Serve

For God’s Glory

Revised 2023

administration

Pastor Allen Holmes Josh Middaugh

Superintendent Administrator |Principal

School board

The School Board of Harvest Temple Christian Academy comprises the Deacon Board of the Harvest Baptist Temple. There is a threefold alliance between the school board, the administration, and the staff. The board’s primary responsibility is to set policy and budgets. The administration’s major role is to implement policy, establish procedures, course curriculum, staffing needs, and prepare budgets. The teacher’s task is to function in the classroom within the established guidelines. School board members include:

Bill Brown, President Nate Greiner

Jeremy Bowling, Secretary John Pocock

Frank Weasner, Treasurer Sam Mendoza

Jack Foster

Harvest Temple Christian Academy is a ministry of the Harvest Baptist Temple. Harvest Temple Christian Academy recruits or admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan program, and athletic and other school-administered programs.

© HTCA

1022 S. Main Street • P.O. Box 263

Clyde, OH 43410

Phone 419.547.8251

Contents

[A Word from the Administration](#_Toc77255727)

[Mission Statement 5](#_Toc77255728)

[Objectives 5](#_Toc77255729)

[Articles of Faith 5](#_Toc77255730)

[Admission Procedures 6](#_Toc77255731)

[Requirements 6](#_Toc77255732)

[Student records 6](#_Toc77255733)

[Student’s records when transferring 6](#_Toc77255734)

[Immunizations 7](#_Toc77255735)

[Hours of operation 7](#_Toc77255736)

[Calendar 7](#_Toc77255737)

[Financial Information 8](#_Toc77255738)

[Enrollment – books and materials 8](#_Toc77255739)

[Tuition Discounts 8](#_Toc77255740)

[General information 8](#_Toc77255741)

[Additional fees 9](#_Toc77255742)

[Important notices 9](#_Toc77255743)

[Referral rewards 9](#_Toc77255744)

[General Information 10](#_Toc77255745)

[Attendance 10](#_Toc77255746)

[Tardies 10](#_Toc77255747)

[Appointments 10](#_Toc77255748)

[Sickness 10](#_Toc77255749)

[Absences 10](#_Toc77255750)

[Make-up work 11](#_Toc77255751)

[Before and AFter school procedures 12](#_Toc77255752)

[Dismissal 12](#_Toc77255753)

[Pick up and drop off 12](#_Toc77255754)

[Dress Code and Grooming for K5-12th 13](#_Toc77255755)

[Boy’s dress code and personal hygiene 13](#_Toc77255756)

[Girl’s dress code and personal hygiene 13](#_Toc77255757)

[All students 13](#_Toc77255758)

[Labeling 14](#_Toc77255759)

[Programs and Field Trips 14](#_Toc77255760)

[Behavior Guidelines 14](#_Toc77255761)

[General school rules 14](#_Toc77255762)

[Discipline 15](#_Toc77255763)

[Elementary 15](#_Toc77255764)

[Middle School and High School 15](#_Toc77255765)

[Probation 16](#_Toc77255766)

[Suspension 16](#_Toc77255767)

[Expulsion 16](#_Toc77255768)

[Cheating 17](#_Toc77255769)

[Locker/vehicle searches 17](#_Toc77255770)

[Music, magazines, & personal items 17](#_Toc77255771)

[Student drivers 17](#_Toc77255772)

[All grades 17](#_Toc77255773)

[Lunches and Snacks 18](#_Toc77255774)

[Academics 19](#_Toc77255775)

[Curriculum 19](#_Toc77255776)

[Progress reports 19](#_Toc77255777)

[Report card 19](#_Toc77255778)

[Parent/teacher meetings 19](#_Toc77255779)

[Modification 19](#_Toc77255780)

[Retention 19](#_Toc77255781)

[HTCA Grade Scale 20](#_Toc77255782)

[HTCA Transcript Scale 20](#_Toc77255783)

[Graduation Requirements 21](#_Toc77255784)

[Seniors 21](#_Toc77255785)

[REQUIRED Courses for College Prep Diploma 21](#_Toc77255786)

[Class Rankings 21](#_Toc77255787)

[Miscellaneous 21](#_Toc77255788)

[Jobs 21](#_Toc77255789)

[Homework 21](#_Toc77255790)

[Purpose and amounts 21](#_Toc77255791)

[Late work 21](#_Toc77255792)

[Closing of School on Snow Days 22](#_Toc77255793)

[Athletics 22](#_Toc77255794)

[Absences 22](#_Toc77255795)

[Eligibility for sports 22](#_Toc77255796)

[Sports Banquet 22](#_Toc77255797)

[Sports/Physical Education credits 22](#_Toc77255798)

[Church Attendance 23](#_Toc77255799)

[Office Procedures 23](#_Toc77255800)

[Electronic Devices 23](#_Toc77255801)

Chromebooks………………………………………………..24

[Parties and Events 24](#_Toc77255802)

[Special events 24](#_Toc77255803)

[Birthdays 24](#_Toc77255804)

[Parent Participation 24](#_Toc77255805)

[Participation 24](#_Toc77255806)

[Volunteering 24](#_Toc77255807)

[Fundraisers 25](#_Toc77255808)

[Child Abuse Reporting Policy 25](#_Toc77255809)

[Crisis Management Plan 25](#_Toc77255810)

[Policy and Procedure Changes 25](#_Toc77255811)

[Problem Solving 26](#_Toc77255812)

[Statement of Cooperation 26](#_Toc77255813)

[Receipt of Policy and Procedure Manual](#_Toc77255814) 29

# A Word from the Administration

Dear Parents,

Welcome to Harvest Temple Christian Academy! Please take a moment to review the policies and procedures in this handbook. Every attempt has been made to make it concise while providing enough details to be helpful. Use it as a general and authoritative guide. At times, there may be something that needs clarifying. We will do our best to keep everyone informed. If you should have any questions or need any clarification, please contact the administration at (419) 547-8251.

Our goal is to disciple students and develop within them a Biblical worldview that is practically lived out in all aspects of life. As we enter this new school year, may each of our lives truly reflect the message of I Corinthians 10:31, “Whether therefore you eat, or drink, or **whatsoever you do, do all to the glory of God.”**

Preparing Minds to Lead and Hearts to Serve for God’s Glory,

Josh Middaugh

Administrator | Principal

# Mission Statement

Harvest Temple Christian Academy seeks to provide a Christian academic environment where academic skills and Biblical principles are foundational for real-life preparation to glorify God.

# Objectives

* Lead the student to acknowledge Jesus Christ as Lord and Savior
* Aid the student in a growing, personal relationship with Jesus Christ
* Complement Biblical instruction received at home
* Teach the Bible as absolute truth and the principles therein to guide in daily living
* Provide the student with a traditional, Christ-centered education
* Prepare students to be civic-minded citizens
* Prepare students to be life-long learners
* Provide fine arts and extracurricular activities
* Prepare the student for the challenges of college life and vocation
* Instruct young people to seek God’s direction in how to use his/her abilities to glorify God

# Articles of Faith

* **Bible** - The Bible, verbally inspired, is the infallible Word of God, authoritative to all faith and life. (II Timothy 3:16, II Peter 1:3)
* **God** - According to the Scriptures, there is one God personal, infinite, perfect, and eternally existing as Father, Son and Holy Spirit. (I John 5:7). Jesus Christ is eternally existent with the Father and is both true God and true man. As the only begotten Son of God, he became man being born of the Virgin Mary. Jesus lived a sinless life, provided substitutionary atonement for lost man, rose from the grave, and is coming again. (John 1:1; I John 2:1-2) The Holy Spirit is a divine person. He works in the conviction of sinful man in regeneration, sanctification and preservation of the believer. (John 16:7-8; Ephesians 1:13)
* **Creation** - God created the universe from nothing in six literal days. We reject both naturalistic and theistic evolution. (Genesis 1:1; Colossians 1:15-17; John 1:1-3)
* **Salvation** - God’s provision in Christ is the only ground for man’s justification, which includes both pardon from sin and the gift of eternal life. (Acts 4:12) Salvation comes to men only by grace through faith in Jesus Christ without any human merit. (Ephesians 2:8-9)
* **Man** - Man, made in God’s image, fell into sin through Adam. Man is now a sinner both by nature and choice; man’s ability be restored to God’s favor is only by God’s provision in Jesus Christ. (Romans 5:12, 17-18)
* **Christ’s Return** - Christ’s return is imminent. The return of Christ includes both the rapture of the saved and His second coming. The Rapture is for the saved and is personal, pre-millennial, and pre-tribulation. The second coming of Christ is when Christ will return to earth to establish His righteous reign over the earth. Christ’s second coming is visible, personal, pre-millennial, powerful, and glorious. (I Thessalonians 4:16-17)

# Admission Procedures

## Requirements

Harvest Temple Christian Academy accepts students from preschool through twelfth grade. Preschool students must be potty-trained and 4 years old by October 30. Kindergarten students must be five years old by September 30. First grade students must be six years old by September 30 or have a phonics-based kindergarten background. There may be exceptions to these policies, but an exception to the policy must be initiated by the parent. Before a final determination is made about grade placement, the student must be screened and assessed by the teacher and administration.

For all other grades, student must have documentation from the previous school showing that the student has passed the previous grade. In addition, all new students will be screened for proper placement. Should the placement assessment show significant deficiencies, the principal will discuss with the parent the appropriate placement of the student. Any exceptions to these policies will be decided on an individual basis and must have written approval from the administration.

Attending Harvest Temple Christian Academy is a privilege.  Harvest Temple Christian Academy’s biblical role is to work in conjunction with the home to mold students to be Christ-like. Harvest Temple Christian Academy uses the Bible as the foundation for academics and moral training. On occasion, the atmosphere or conduct within a home may be in opposition to the biblical lifestyle being taught in the school. Should conflicts arise due to a parents’ or guardians’ continual resistance to what is being taught at school and the parents’ or guardians’ personal beliefs, Harvest Temple Christian Academy reserves the right to refuse re-enrollment or to dismiss the student.

The following registration information must be completed, signed, and on file before the first day of school.

* Birth certificate (copy is sufficient)
* Student records from previous year(s)
* Current student enrollment form (to be filled out yearly for each student)
* Emergency Medical Authorization (included with the enrollment form)
* Student Pledge for middle school and high school signed by student
* Financial agreement form

Students with a history of criminal behavior or school misbehavior (such as expulsion from school or on probation) or serious academic problems at HTCA or other schools are generally not granted admission. Students with special educational or physical needs will be evaluated regarding the ability of HTCA to meet those needs and the probability of success with this school’s programs.

## Student records

Please provide updated information for EACH child, EACH year. This includes but is not limited to address, parent/guardian contact information, emergency contacts, immunization records, and legal documents concerning custody (if applicable). Student files shall contain permanent records of the student’s academic performance: yearly reports, achievement tests, and other information deemed useful by school personnel. All files are the property of the school and confidential.

## Student’s records when transferring

Before any academic records will be released to another institution, all financial obligations must be up-to-date and current. Authorization from the school administrator must also be obtained. Academic records may be faxed upon request to another school or university.

If your account is clear and you personally need your student’s academic records, please let the office know a few days ahead of time so that copies can be made.

According to the law, immunization records will never be withheld because of financial obligations. We will release immunization records as promptly as possible when requested.

## Immunizations

Please see the following website concerning the vaccinations required for your child. https://www.odh.ohio.gov/odhprograms/bid/immunization/imunchsc.aspx

A student is exempted from required immunizations if a student’s parent or guardian presents written documentation declining immunizations for reasons of conscience, including religious convictions. Medical exemptions are also allowed.

Parents/guardians who choose to opt out of one or more vaccinations due to conscience, religious convictions, or medical exemptions, must fill out the official Legal Immunization Exemption form. If parents/guardians have chosen to exempt their student from a vaccine, they understand that during an outbreak of any vaccine preventable diseases, the student is subject to exclusion from school for the duration of the outbreak (no tuition credit or refunds will be offered due to any absences for this cause).

## hours of operation

* Preschool 8:30 a.m. -11:30 a.m.

* Kindergarten through 12th grade            8:30 a.m. – 3:00 p.m.
* Extended Care 7:30 a.m. – 5:00 p.m.

## calendar

**Please see the school calendar for specific dates and times for key events. Students are strongly encouraged to be at the following programs and performances:**

* + - **Back to School Orientation**
		- **Band/Music Performances- Periodically on Sunday Evening**

*Dates will be given at least a month in advance*

* + - **Christmas Program**
		- **Spring Program/Fundraiser**
		- **High School Graduation**
		- **Kindergarten Graduation and Awards Night**

# Financial Information

## Enrollment – books and materials

* When making application as a new student, there is a $50.00 application fee.
* Books and Materials $350.00

Incentives will be offered for enrolling early. The first deadline is April 15, and the second deadline is May 15. **A minimum of $100.00 per student of the books and materials fee must be submitted with the enrollment papers to qualify for incentives.**  Any remaining books and material fee balance must be paid on or before July 31. **After July 31, an additional $50/per student** will be added to the books and materials fee if a balance still remains. Books and material fees are non-refundable.

## Tuition Discounts

* **Pastors and Missionaries**—Pastors and missionaries who are currently occupying a fulltime pulpit are eligible for reduced tuition.
* **Harvest Baptist Temple Members—**Members of Harvest Baptist Temple in good standing are also eligible for tuition discount; please see HBT scholarship information sheet for details. Deadline for this is July 31.

## General information

* Please see tuition sheet for current rates.
* Payments are due by the 1st of each month (August through May) and late after the 10th unless previous arrangements have been made with the administration.
* Any payments received after the 10th will be assessed a $25.00 late fee.
* Please try to have correct change when possible as we do not keep cash on hand. If we receive a check with insufficient funds, it will be necessary to charge a $25.00 fee to recoup the cost incurred to the school.All tuition payments should be deposited in the payment box or mailed.
* Statements are sent on the 15th of the prior month.   If there is a question about a statement, please leave your name and number; the bookkeeper will contact you.
* If a family leaves the school with a debt owed, all efforts will be made to work with the family to collect this debt.

## Additional fees

**Music:**

Band—HTCA full time student $50.00/yearly

Band—homeschool student ($100.00 deposit applied to yearly fee) $300.00/yearly

 **(In addition, all band students must purchase instrument and band book.)**

Sports (volleyball/basketball)—HTCA full time student $50.00/yearly

Sports (“ ”)—homeschool/active HBT member $100.00/per sport

Sports (“ ”)—homeschool/public school non-HBT member $150.00/per sport

**Standardized Testing:**

K-12 HTCA student $50.00/yearly

Homeschool student $75.00/yearly

**Technology Fee for High School** $75.00/yearly

**Technology Fee for Middle School** $25.00/yearly

**Graduation:**

Kindergartner Graduation Fee $30.00

Senior Graduation Fee $75.00

**All graduating student bills must be paid in full before the diploma will be signed.**

## important notices

* All fees stated on this price list are non-refundable. A refund for prepaid tuition may receive a pro-rated refund if the family moves more than 50 miles away from HTCA.
* Unless prior arrangements have been made, all monthly fees not paid by the 25th of each month may force us to not allow the student(s) to return to school until the bill is paid in full. If a student withdraws or is expelled before the end of the year, any unreturned school items the student retains in his possession will be charged the current rate to replace plus an additional 15% restocking fee.
* **Families not paying their final payment by May 10th will not receive their child’s grade card(s), and the family will not be permitted to register or enter school the following year until all balances are paid in full.**
* With the exception of immunization records, no grades, transcripts, or student information will be forwarded until all balances are paid in full.
* After two returned checks, we will accept only cash or money order.   A $25 returned check fee will be charged for insufficient funds.  Payments may be mailed or dropped off in the payment box.

## Referral rewards

For each new student you refer to HTCA, you are eligible to receive a $100.00 credit on your book and materials fee for the next school year if the following conditions are met.

* + Your referral must be noted on the enrollment form of the new student.
	+ The new student must attend the entire (10 months) of school.
	+ The new student’s tuition obligations must be met before the credit will be issued.

If this is your last child’s last year at HTCA (due to graduation), you will receive a reimbursement at the end of the referred student’s paid ten months. No reimbursement will be given to parents who choose to withdraw their student(s) from HTCA and enroll them in another institution for the following year.

# General Information

## attendance

Regular attendance is important to the progress of the child and the maintenance of the school standards.  When a student is absent, the parents should notify the school office by phone (419)547-8251 or email (secretary@considerharvest.com) by 8:15 a.m. The lack of reporting the absence may result in an unexcused absence. Voice mail is available before/after business hours. If a parent wishes to obtain assignments for their child, a request must be made early in the day to the school office.

Parents should be aware of the disruption that is caused when a student arrives late.  It is the belief of this school that tardiness promotes poor character training.  Parents are encouraged to phone the office or send a note explaining any emergency that results in a tardy.  Students should arrive at school about 15 minutes early to prepare for the day**.**

## Tardies

**A student is tardy if the student is not in his/her seat inside the classroom, or the designated area, at 8:30 a.m.** The rule for tardiness will follow this protocol:

* After the 3rd unexcused tardy the teacher will call and provide a reminder of the policy
* After the 6th unexcused tardy a letter will be sent home.
* After the 9th unexcused tardy the parents will need to meet with the administrator
* After the 12th unexcused tardy the parents will be billed a $25.00 fine

Excused tardiness includes, but is not limited to, medical appointments (with a signed note), or situations deemed unavoidable by school administration. Any tardy, other than a medical appointment, will require administrator approval to be considered as an excused tardy. All tardiness, excused or unexcused, will be shown on the report card.

**Middle/High School:** Unexcused tardiness three times to any class will result in a counseling session. Tardiness due to an appointment must have a signed slip from the doctor, dentist, or counselor’s office to be considered excused and placed on the permanent record. Three unexcused tardies will equal one absence.  Total numbers of times tardy (excused and unexcused) are shown on the transcript and are taken very seriously.

## appointments

If a student is going to be absent for part of a school day for a doctor or dentist appointment, he should notify the office on the day **before** the appointment. The office will notify the appropriate teachers. Students must see their teachers for their missed assignments/quizzes/tests.

## sicknesS

Students should not return to school after a “major” illness until they have been fever free without medication for 24 hours.

## absences

* **Partial-day Absences:** Any student arriving at school after 10:00 A.M. will receive a ½ day absence instead of an excused or unexcused tardy. Students who come to school at the normal time but leave before 1:30 will also be considered absent half a day.

Whenever students miss class, they are required to turn in any previously assigned work to that teacher either before they leave or when they come in. See make-up work section for further details.

* **Excused Absences:** Excused absences will be granted for the following reasons: sickness, death, emergency, church activities (parents must obtain permission from the administration and the student should have a good attendance record), and college days (3 for seniors, 3 for juniors)-students must arrange for the college visit absence through the administration at least one week prior to being gone. ANY other REASON must have administrator approval **prior** to the absence to be marked excused.

Whenever a student is absent for three (3) days in succession due to illness, a doctor’s excuse will be required before the student returns to class.

**After 6 cumulative absences for the semester, a doctor’s note is required for each additional absence.**

* **Unexcused Absences:** Unexcused absences will be determined by the administration. Leaving school without proper authorization will be considered an unexcused absence. Any student who has an unexcused absence for the day cannot come into the building after school or attend ANY school function that evening without express permission from the administration.

When a student has an unexcused absence/unexcused tardy and misses an entire class, he is required to make up the missed homework, quizzes, and tests. The student must complete homework according to the homework policy; 20% will be deducted from any grade received on make-up quizzes and tests. This applies to ALL students in first through twelfth grade. **Each unexcused absence will result in a 2-point deduction from the student’s overall Civic Grade each quarter.**

**Any student who has fifteen or more unexcused absences per semester in any class will receive a grade of “F” for that semester; in the case of a high school student, no credit will be awarded for the course;** however, the student must continue to attend that class until the end of the semester**.** Once a student has five unexcused absences, a letter will be mailed to the parent and a parent-administrator conference will be scheduled. (Reminder: 3 unexcused tardies = 1 absence and will count in the total of 15)**.** The rule for unexcused absences will be:

* After the 3rd unexcused absence a letter will be sent home by the teacher and the teacher will notify the administrator.
* After the 5th unexcused absence a warning letter will be sent home by the office.
* After the 7th unexcused absence the parents will meet with the administrator.
* After the 8th unexcused absence a warning letter will be sent home. After the 9th absence the parent will meet with the administrator and/or school board.
* **All absences, excused or unexcused, are shown on the report card.**

## make-up work

Students should obtain assignments before trips of any kind, including out-of-town athletic trips and complete them before leaving or turn them in upon returning to school. Students must take any tests that are given while absent upon the day they return unless it was not announced prior to the absence. It is the student’s responsibility to arrange to make-up schoolwork missed during excused and unexcused absences.

The number of days a student misses plus one (1) day will be the number of days the student has to make up assignments. When a student is absent, it is his or her responsibility to see the teacher for any work, quizzes, or tests missed. If quizzes or tests are announced for a specific day and the student was present on the day it was announced but was absent on the day it was given, the student will be required to take the quiz or test on the day he or she returns to class. Please remember that students are ***still*** expected to keep up with their daily work while they are working on make-up work.

## Before and AFter school procedures

All students will meet in the gym before 8:15 a.m. K-5th will then go to their classrooms. Students in middle school and high school will be permitted to go to their lockers at 8:15. All coats should be properly cared for at this time. The students are expected to be in their homeroom/classroom with all items unpacked and put away when bell rings at 8:30 a.m.

For additional fees, morning care for students arriving before 8:00 a.m. and afterschool care for parents picking up students after 3:00 p.m. is available. Arrangements should be made **ahead of time** for either morning and/or afterschool care prior to first use. No early care will be provided on snow delay days.

## dismissal

The school day ends at 3:00. Your elementary student(s) may be picked up at the front door (the entrance that faces the radio station). Please follow the car line procedure to provide the utmost safety for each student. Middle and high school students may exit the school entrance and meet younger brothers and sisters at the front entrance. During a normal school schedule, **no one is to exit from the gymnasium** at the end of the academic day.

## pick up and drop off

Entrance to the school will be the boulevard from Main Street. You may exit back out through the boulevard or on the west drive out to Lemon Street. This will keep all traffic flowing in one direction at the point where children are being dropped off and picked up. Please observe all one-way signs, handicapped parking, and the reserved staff parking. Students are to leave the building and the grounds immediately after school if walking or riding bicycles unless special permission has been given.  Students should not be playing in the parking lot other than being supervised at scheduled breaks or recess times.

# Dress Code and Grooming for K5-12th

How one dresses portrays a certain image. Many good people have differing standards; however, for the sake of consistency, the following guidelines will be upheld for the school.

## Boy’s dress code and personal hygiene

* Hair must be kept clean, combed, and cut. Hair should be cut in such a way that it does not touch the ears, eyebrows, or collar at any time. Please avoid “extreme” haircuts (e.g. Mohawks, etc.) If there is a question, the administration will determine what is “extreme.” Face must be clean shaven. Sideburns will be permitted but must be appropriate per the administrator.
* Casual dress pants must be worn with a belt if the pants contain belt loops. Elementary boys (K-5th) may wear casual pants that have an elastic waist. Shirts are to be polo type, with a collar, or dress shirt, and tucked into the pants. Nice and neat sweaters are permitted as well. Long-sleeve white or coordinating t-shirt may be worn under other shirts (including short-sleeved shirts).
* Shoes are to be distinctly casual/dress and neat. If special shoes are required that are of an athletic nature, please use discretion. No work or hiking type shoe will be permitted. Tennis shoes are to be non-marking and worn only for PE class, recess, or school spirit days.

## Girl’s dress code and personal hygiene

* Hair should be clean, styled neatly, and kept away from the face and eyes. Hair must be “natural” in color. No “extreme” colors/styles allowed. If necessary, the administration will make the determination as to what is “extreme.”
* Shirts are to be of a knit style (no casual t-shirts, writing or pictures), polo type with a collar, dress blouse, or sweater.
* Clothing must not be tight fitting, see-through, or otherwise immodest.
* The length for dresses and skirts must touch the ground if the student would kneel. Skirts or dresses that have a slit above the knee MUST be permanently secured down to the knee. Skirts or dresses that do not come to the top of the knee when sitting should not be worn.
* Any tops or sweaters worn must come below the waistband of a skirt to avoid exposing the stomach when hands are raised.
* When formal dress is required (e.g. Sports Banquet), slits in the dress or skirt may not be above the knee. Plunging necklines should be avoided. Girls may NOT wear strapless or spaghetti strap dresses unless the shoulders are completely covered with some sort of shrug. Sleeveless dresses must have a minimum of three inches on each shoulder. All dresses should cover the student’s back.
* Shoes are to be distinctly casual/dress and should avoid the appearance of a tennis shoe. Girls may wear nice looking sandals that secure/strap to the heel. Please NO glitter shoes. Tennis shoes are to be non-marking and worn only for PE class, recess, or school spirit days.
* Students may wear knee-length shorts or loose athletic pants for PE or ball games. Jeans and other pants may be worn to ball games so long as the pants are not tight. No leggings are to be worn as pants at any school function.

## All students

* When choosing clothing, please keep in mind appropriateness and neatness. Please avoid clothing choices that do not reflect Christ-likeness.
* If there is any doubt as to whether an item of clothing and/or fashion is permissible, it is the responsibility of the student or parent to contact the administration and clear the matter ahead of time.
* All clothing should be free from brand wording. Exceptions for small logos are permitted. The administration will make the determination on what is and is not acceptable.
* Clothes that are badly faded or have holes in them are not to be worn. Students should keep a sweater in their locker for days when the classroom temperature is cold. All students may wear a long-sleeved t-shirt under their clothing for warmth. Please choose either white, black, or coordinating color with outfit.
* No student should obtain a permanent tattoo(s). Should a student already have one when being admitted to the school, it must always, during school and school activities, be covered and not visible.
* All students may wear pants or shorts to ballgames so long as items worn are not too tight or too short.
* Students who receive three “warnings” over a period of time for inappropriate clothing at ballgames will lose their privilege of casual dress and will have to return to wearing school dress at ball games.
* At times we will use the terminology SUNDAY DRESS for quick reference as to the attire desired. Please follow the following guidelines when Sunday Dress is specified.

Boys: dress pants with belt, buttoned shirt with collar and coordinating tie, dress shoes with dark socks

Girls: dress or dressy skirt that comes below the knee along with dress shoes.

## Labeling

All personal items (coats, gym clothes, lunch boxes, textbooks, notebooks, etc.) should be clearly labeled with the student's name.  Unidentified items will be placed in a lost and found box and may be disposed of on the last day of each week if not claimed.

# Programs and Field Trips

Students are expected to participate in school programs (e.g. fieldtrips, school pictures, plays/presentations, fine arts, senior trip, banquets, graduation, etc.).

Every attempt will be made to schedule a senior trip during the student’s high school years and at the school’s convenience.

# Behavior Guidelines

Proverbs 22:6 says, “Train up a child in the way he should go, and when he is old he will not depart from it.” At HTCA, we are dedicated to the training of a child in cooperation with the home. Our objectives are to teach the student to be respectful and responsible to God, others, and himself.

## General school rules

* **Be Respectful**
	+ Obey all school staff and personnel
	+ Walk and talk quietly in the appropriate places
	+ Choose speech that avoids vulgarity, swearing, and inappropriateness
	+ Follow classroom rules
	+ Avoid horseplay
	+ Respect personal property (no stealing, no destruction of another’s personal property)
	+ No forgery
	+ Use social media with discretion. Public derogatory and/or demeaning remarks about other students, staff, or the ministry in general is not acceptable.
* **Be Responsible**
* Choose right behavior
* Complete assignments on time and do your own work (no cheating or plagiarism)
* Follow school policies: permission must be obtained to leave school grounds, no gum chewing during school hours, do not congregate around cars during school hours
* Honor God with your choices
	+ Avoid all sexual immorality—this includes fornication and homosexual activity

*Please note that though not always morally inappropriate, HTCA has adopted the guidelines that there will be no open display of physical affection between students. Holding hands, kissing, arms around each other, etc., do no belong at school (before, during, after, or at any school-related function).*

* + Do not use, possess, or sell illegal drugs
	+ Avoid substance abuse (includes alcohol, tobacco products, e-cigarettes, vaping, illegal drugs, etc.)
	+ Do not gamble
	+ Do not possess or use obscene material (print or electronic)
	+ Do not participate in sensual dances.
	+ Avoid music and entertainment that is indecent or suggestive or anything that contains vulgar or lewd lyrics.

## Discipline

Because of legal issues, and direction from God’s Word, which places the responsibility of corporal correction solely on the parent, we have decided to pursue other means of discipline. HTCA will not use corporal punishment as part of our school disciplinary measures. We do, however, believe that when a child behaves in a manner inconsistent with biblical guidelines or HTCA policies and procedures, some form of discipline should be administered.

## Elementary

Teachers will utilize a clip chart in Elementary. This will track a student’s behavior both positively and negatively. Each teacher will establish his/her own rewards and consequences based on the choices the student makes. Parents will be kept informed through a daily behavior log.

## Middle School and High School

Teachers will utilize a point system. Students will be given information about this system during orientation on the first day of school. Each student will start with 100 points every semester. The object is to lose as few as points possible. Students who continually disregard school procedures and rules will face disciplinary action.

* Middle school and high school students are at an age where their choice to be cooperative is a necessity. Therefore, a student pledge will be provided to each student at this level detailing positive Christian standards of conduct, good scholastic planning, and proper classroom citizenship with school personnel and other students. Parents and students, in middle and high school, are required to sign the student pledge which will be placed in the student’s permanent file.
* Students in middle school and high school who blatantly violate or continually violate the ideals agreed to in the student pledge, will face disciplinary action. The consequences of such actions may involve detention, suspension and even expulsion should a student fail to demonstrate a lack of repentance and change. Students who exhibit genuine conviction and repentance may be allowed to remain in the school; however, they may be put on probation for designated period.
* HTCA expects all students to maintain Christian standards in courtesy, kindness, morality, and honesty whether at home, school, or elsewhere.  While it is not the school's desire to dwell on the negative aspects of behavior, students found to be out of harmony with HTCA’s ideal of work and life may be invited to withdraw.
* The following pyramid provides a guideline for how points will be deducted for behavioral issues within the student body. A continued infraction in specific behavioral issues can escalate severity of discipline.



* Teachers and the administration reserve the right to implement warnings for disciplinary action before points are lost toward the student’s overall civic grade.

|  |  |
| --- | --- |
| **Number of Accumulated Demerits** | **Consequences** |
| 5 demerits | Counsel with the student  |
| 10 demerits | Phone Call to Parents  |
| 15 demerits | Counsel with Administration/Think Paper Assigned |
| 20 demerits | Afterschool Detention  |
| 25 demerits | Parent Meeting/Extended Afterschool Detention |
| 30 demerits | Parent Meeting /In School Suspension |
| 35 demerits | Meeting with Administration/Intervention Game-Plan |

## Probation

At the discretion of the administrator, a student may be placed on probation at any time during the school year. The expectation is that it will give the student an opportunity to reflect on and correct his/her behavior in the allotted time frame.

## Suspension

* A student may be suspended from one day to five days for each offense.
* At the discretion of the administrator, all classes will be considered unexcused absences and academic penalties will apply.
* A student may be placed on an indefinite suspension pending board review.
* Offenses which warrant suspension
	1. Cheating on quizzes, tests and/or homework.
	2. Elementary students who have clipped down to scorning ten times in one quarter and/or fifteen times in one semester.
	3. Middle and high school students who have lost twenty five points in one semester.
	4. Inappropriate use of social media (See the general school rules for an explanation)
	5. Threatening and/or hostile language toward a student and/or teacher.

## Expulsion

* A student will be removed for not less than one full semester.
* A student could be removed permanently and would no longer be enrolled at HTCA.
* The assessment of suspensions and expulsions and the length of each are at the discretion of the administration.
* If deemed necessary, the administrator will expel the student with the advice and consent of the Superintendent and School Board.
* There is no make-up of work allowed for expulsions. High schoolers will not receive credit for classes currently undertaking.
* If a student is ever to be considered for re-admittance, the student and parent must reapply and be interviewed by the administrator and possibly a review committee.
* Offenses which warrant automatic expulsion include (but are not limited to):
1. Non-disclosure of probation status with law enforcement entities.
2. Acts or threats of violence, fighting, assault, etc.
3. Possession of a weapon on HBT property, including the parking lot
4. Immoral sexual behavior; premarital sexual relations, fornication, homosexual activity
5. Substance abuse (includes alcohol, tobacco products, using vaping products, and illegal drugs)
6. Vandalism or theft
7. Persistent defiance of authority and disrespect for teachers
8. Persistent misconduct or repeated violations that are disruptive to an orderly school environment after other discipline measures have failed
* All sexual immorality (including pornography, sexting, explicit social media or internet usage, sexual or homosexual activity)
* Use or possession of drugs.
* Striking or attempting to strike a staff member.
* Drinking alcoholic beverages
* Any other like violation

**Attending HTCA is a privilege, not a right. Therefore, the school may expel any student that does not, in the opinion of the administration, conform to the spirit and purpose of HTCA.**

## Cheating

In an attempt to teach and train our students that godly character requires honesty, cheating is taken very seriously. Cheating ranges from copying another student’s homework to acquiring answers by stealing a teacher’s test key. Plagiarism will also be considered cheating. The minimum penalty is a zero on the paper or project. Repeated cheating will lead to dismissal from the school.

## Locker/vehicle searches

The school reserves the right to search its lockers, students’ book bags, vehicles, lunch bags, etc., at any time. If sufficient evidence is presented that a student may have drugs, weapons, or other such items, the school may request the local police department get involved. This is for the safety and well-being of everyone on the campus.

## Music, magazines, & personal items

Because of the difficulty of evaluating different types of media and because this school seeks to promote the spiritual aspects of a child’s life, students may **not** bring personal music, magazines, and books to school without teacher or office approval. Students should also refrain from discussing television shows and movies with other students. Radios in the school vehicles are restricted to Christian radio stations only.

## student drivers

Driving your car to school is a privilege and can be revoked by the school if that privilege is abused.  All students must drive in a safe and controlled manner. Pedestrian traffic should always take priority. Students who drive their own cars will park only in the designated student parking spots and exit the parking lot at the boulevard exit drive only. **The reserved parking spots are located in the western-most part of the main parking lot.**

## All grades

Parents/Guardians are always invited to be a part of field trips, athletic events, and any other special events involving their children. Those who attend school events are encouraged to honor the school’s dress code and their family with acceptable conduct. The school reserves the right to ask a parent/guardian that has exhibited non-acceptable behavior to refrain from attending school events.

# Lunches and Snacks

* Students are encouraged to practice good nutrition. Please pack everything your child will need to eat his/her lunch (cutlery, napkins, etc.). The microwaves, refrigerators, and the kitchen are unavailable for student use.
* On Thursdays (provided we have enough volunteers) students may purchase a lunch from a designated fast-food restaurant instead of bringing lunch from home. Menus, prices, and details will be handed out at the beginning of the year.
* On Fridays, students may either bring their lunch or purchase pizza. Snacks and pop are also available for purchase on Friday.
* All lunch item purchases will be applied to your monthly school bill. It is expected that these charges are paid promptly so that we can continue offering your family these options.
* Lunchboxes should not have any pictures representing evil beings or secular rock groups.  This policy will apply to bags, notebooks, school supplies, clothing, and other personal items brought to school.  We strongly recommend that if there is any question at all as to an item's acceptability that you not allow students to bring it to school.
* Plans for lunches should be made before school begins.  Students will not be permitted to call home to arrange for lunches unless they have forgotten to bring it with them.
* No one will be allowed to leave the school for lunch except with approval from an authorized staff member and only if the student returns on time for the next class. This will only be approved under special or unusual circumstances.
* HTCA is inspected each year by the County Health Department. Food and drinks may be in the kitchen and gymnasium. **No food or drink should be stored in the locker rooms or elsewhere unless it is in a lunch box or book bag**. Water is permitted in the classroom so long as it is in container that can be closed. **Chewing gum is also not permitted in classrooms**. Unless specific permission is given by a teacher or the administration, students should not eat or drink (except water) in the classrooms, restrooms, locker rooms, or hallways.

# Academics

## Curriculum

Harvest Temple Christian Academy seeks to utilize curriculum that promotes student learning and a Biblical worldview. In the 21st century, students need both foundational knowledge and higher-order thinking skills; therefore, we will seek to utilize curriculum that accomplishes both goals.

* In order to strive to teach our students the importance of personal stewardship and to keep our Books and Materials charge low, a textbook policy has been put in place. It is the student’s responsibility to take care of their textbooks each year.
* If a textbook is returned with excessive wear and tear, the family will be billed for a replacement.

## Progress reports

Elementary-Teachers will send weekly folders home containing graded papers. Important notes and communication from them to you will be in this folder. Please take note if the teacher makes mention of any missing assignments. After the fifth week of the quarter, you may check ThinkWave if you would like to see where your student stands cumulatively to that point.

Secondary-Teachers will require all tests to be signed. Quizzes that receive a 59% or lower will also need to be signed and returned to the teacher. After the fifth week of the quarter, you may check ThinkWave if you would like to see where your student stands cumulatively to that point.

## Report card

Report cards will be sent home at the end of each quarter (grading period). Parents should sign (indicating that you have reviewed them) and return them by the day specified on the report card. At the end of the school year you will receive a copy of all 4 quarters and the year ending information that you may keep for your own personal records. Report cards will not be issued to students whose account is past due—this includes but is not limited to daycare fees, music fees, etc.

## Parent/teacher meetings

Parent/teacher meetings will be held after the first quarter for all students. Second quarter meetings will be on an as needed basis. Please see the school calendar for the specific dates. Should you desire to meet with your child’s teacher or the administration at other times, please call the office in advance for an appointment so that we can assist you as efficiently as possible.  Parents are strongly encouraged to schedule appointments after school or during a non-academic period.

## Modification

Students who are unable to do all of the required class work may be designated modified. This is a process of agreement between the parents, teacher, and administrator. Additional testing may be required. Modified grades are marked as such on the report card. Grade averages may be weighted less for modified students. This is in conjunction with the Clyde-Green Springs Board of Education and the State of Ohio.

## Retention

Students in 1st -8th grades who fail two semesters in one or more core subjects may be retained in that grade the following year. Any student in the 9th–12th grade that fails to earn the required credit in 1 quarter or semester may be required to repeat that semester. Any student in the 9th – 12th grade that fails to earn the required credit for 3 quarters, or both semesters, must repeat that credit before graduating.

# HTCA Grade Scale

The following is the current grading scale; the GPA points are listed to the right.

**100 A+ 4.0**

**93-99 A**

**90-92 A-**

**87-89 B+ 3.0**

**83-86 B**

**80-82 B-**

**77-79 C+ 2.0**

**73-76 C**

**70-72 C-**

**67-69 D+ 1.0**

**63-66 D**

**60-62 D-**

**0-59 F 0.0**

All classes for middle/high school students will a have a percentage grade, including P.E., art, music, etc.

# HTCA Transcript Scale

This is the formula that is used to compute your GPA. Take your grade for a course and convert it to points. Multiply those points by the number of credits the class is worth. Add up all the points from all of your classes. Divide that number by the total number of credits you took. Here is an example:

**Course Grade Points Credits Total GPA**

**Science**  B 3.0 2 6

**English** B+ 3.0 3 9

**Math** A- 4.0 3 12

**Biology**  B 3.0 4 12

**History** C 2.0 36.0

**Total: 15 45**

points divided by 15 credits equals a 3.0 GPA

# Graduation Requirements

## Seniors

No student will receive his/her diploma until all tuition and fees are paid. Seniors must turn in all work by the deadline before graduation. Senior portfolios are due for their final check one month prior to graduation. Each teacher will send a list of seniors who have completed all their work to the administrator. If any classes are incomplete, that student may not graduate without administrative approval.

## REQUIRED Courses for College pREP dIPLOMA

Bible                          4 credits

English                      4 credits

Math                           4 credits (Algebra I/II, Geometry, Consumer Math)

Science                     3 credits (must include, Physical, Biology and Chemistry)

History       3.5- 4 credits (Geography, United States, World, and Government)

Technology              1 credit

Health                       ½ credit (This will include first aid and CPR.)

Phys. Ed. ½ credit (1/4 per year)

Foreign Language 1 credit (Spanish I)

Biblical World View 1 credit (all graduates must take this class prior to graduation)

Fine Arts 1 credit (can include music, art, or drama)

Financial Literacy no credit but instruction required (combined with other classes)

**Total credits 24**

**Students attending HTCA for 4 years are required 24 minimum credits in specific subjects to graduate. Please Note: Most students will earn more than this amount due to other requirements.**

## Class Rankings

The valedictorian and salutatorian will be the first and second ranked students in the graduating class. The valedictorian must have a minimum GPA of 3.7 and the salutatorian must have a minimum GPA of 3.5. This is determined at the end of the third quarter of the senior year. Students must fully complete their junior and senior year at HTCA to be eligible for valedictorian and salutatorian. Foreign exchange students will **NOT** be eligible.

# Miscellaneous

## Jobs

**Seniors are required to be in school the entire academic day.** Minimum credit requirements are just that, minimum. Students who desire to work outside of school hours may obtain a work permit through the school office.

# Homework

## purpose and amounts

Students work at different rates of speed, so it is impossible to determine specific time limits for homework assignments. However, classes should attempt to follow these guidelines. Elementary (grades K-2nd) can expect ten to twenty minutes of homework multiple times a week. Elementary (grades 3rd -5th) can expect thirty to fifty minutes of homework multiple times a week. Middle school will have about 60-90 minutes of homework, and high school about 120 minutes. Middle school and high school students should utilize study hall times to complete some of their homework during school hours. Long-range assignments such as book reports, research papers, etc. may take extra time. Parents are encouraged to alert the teacher if assignments are regularly taking longer than the above-suggested time limits. A balance must be maintained so that students are challenged, but still have family time in the evenings. The purpose of homework is:

* To acquaint parents with the work their child is doing.
* To practice and apply the skills that are being learned in the classroom.
* To establish the responsibilities of taking an assignment home, completing it, and bringing it back to class.
* To complete reading and special projects which cannot be finished during class time at school.

If used properly, homework assignments can help to prepare students for the self-directed study and time-management skills needed in college and throughout life. The elementary and middle school years should be the training ground for high school and college study habits. The attitude of the parents toward their child’s homework has a great deal of influence on the way a child feels about his or her assignments.

## Late work

Homework is due at the beginning of the class period, unless otherwise specified by the teacher. A late assignment is one that, for any reason other than an excused absence or tardy, is not turned in when it is due. Homework not turned in on time will receive a citizenship grade of “0” for the day.

**Upper Elementary/Middle School/Senior High Only:** At the teacher’s discretion,the penalty for a late assignment may be 10% off the grade if it is turned in by the next time the class meets. For any day thereafter that an assignment is turned in late, 50% will be deducted from the score. Students who fail to turn in the assignment will receive a zero.

# Closing of School on Snow Days

In case of extremely bad weather, you are advised to listen to **WHVT 90.5 FM at 7:00 am** for announcements concerning the closing of school.  In addition, all closings will be announced on **channel 13 in Toledo**. HTCA may not always follow the public school's decision when closing or delaying. School closings and delays are always at the discretion of the administrator. If there is a delay, the delay will be timed from the original start time. (Example: 8:30 start time with a two-hour delay means the new start time is at 10:30.)

**Make-up days will be rescheduled at the administrator’s discretion.**

# Athletics

## Absences

Academics should take precedence over athletics and other extracurricular activities. Arriving home late from sports activities does not give an excuse for sleeping in the next day, not having homework ready, or not being ready to take a test. It is the athlete’s responsibility to get his assignments beforehand if he is going to miss any classes and to make-up work that is required. If a student is absent due to an athletic event, he is still required to take any quizzes or tests upon his return unless other arrangements have been made.

Athletes who are absent from school (for any reason, including sickness) will not be allowed to participate in any **athletic event or practice** that day. If only one class is missed due to an excused tardy, a student may, with administrator’s approval, be allowed to play.

## Eligibility for sports

All students participating in sports must maintain a 70 (C-) overall average in all academic classes. Grades will be checked weekly during the sport’s season. If a student’s average is below 70 (C-) or, if in any subject the student is maintaining a failing grade, he/she will not be permitted to play in any of that week’s games. If a student receives a “0” citizenship grade because of incomplete/late work, he/she will not play in the next game. They will be expected to attend practices and maintain an excellent attitude. Grades will be checked weekly for any student whose averages have fallen below the expectation.

## Sports Banquet

Each spring a formal Sports Banquet is scheduled for the high school students.  Students below the middle school level may **not** attend the banquet unless they are involved in the sports program. Students who are in elementary and involved in the sports program may attend the banquet with their parents/guardian; however, they **MUST** sit with their parent(s) or guardian.

## Sports/Physical Education credits

HTCA will make every attempt to have sports related activities. To keep tuition and staff to a minimum, the physical education and sports programs may be integrated. We do encourage home school participation in the sports programs. All HTCA enrolled students will be required to pay a sports fee of $50.00 per year and may be required to purchase a uniform. All participants will also be expected to follow the rules and code of conduct as stated in this manual and the expectations of the respective coaches. While all participants will be treated with respect and opportunity, participation during an event will be strictly at the coach’s discretion. Volunteer coaches and assistants are always needed.  If you are interested, please contact the administrator.

# Church Attendance

HTCA strongly encourages all students, parents, or guardians to attend church on a regular basis.  HTCA welcomes the opportunity to minister to your needs through prayer and counseling.  We encourage parental support and input in this vital area. If you do not have a church home, we invite you to attend the services at Harvest Baptist Temple. **As a part of their Bible class, high school students are required to attend a minimum of one preaching service a week. (Youth meeting at Harvest Baptist Temple is acceptable)**.

# Office Procedures

* The secretary is here to serve HBT, the staff., and parents. She can be of great help, but please do not use up her time unwisely.  If your question or problem concerns a classroom or teacher, please just leave your name and number and she will find an appropriate person to help you.  She does not make or enforce rules and therefore does not need to know the details about problems.
* We have a "closed building policy."  The secretary must know who is in the buildings for security reasons and in case of an emergency. The classroom must not be disturbed. If you have something to be taken to a child, the office will see that it is delivered. If it is necessary to speak to your child, he or she will be brought to the office as soon as possible.
* The phones in the office are for emergency use only by students.  All calls must be cleared by the office and in most cases will be made by the person in charge. During the school day, a student must have a phone pass from his teacher. Plans such as after school activities, spending the night, and lunches should be made before coming to school.  Parents are asked to restrict messages to students to emergencies only.  Students will be allowed to call 15 minutes after dismissal time if there is a question about their ride home.

# Electronic Devices

* Students are not allowed to bring the following personal electronic devices to school. This includes, but is not limited to: pagers, CD players, I-pods, electronic “pets,” and hand-held video games. During school hours cellular phones must be turned off and stored in the teacher’s special holding area; should a student need to use his/her phone, the student must have permission from the adult in charge to use the device. Students failing to follow this policy will have the phone taken from them and turned into the office. The student will need to see the administrator prior to receiving the phone back. Should multiple offenses occur, the administrator will retain the phone until a meeting with the parent and student occur.
* Students may bring their cell phone with them to sports games that are away. Discretion should be used concerning the use of any device. Should a coach, chaperone, or bus driver provide specific instructions concerning the use of any electronic devices (including cell phones), students are required to obey.
* **NO EARBUDS/HEADPHONES** should be used with any personal electronic device unless specific permission has been given by the adult in charge. Headphones/earbuds may be utilized in the technology class under direct supervision of the teacher.

**Chromebooks**

* Students entering ninth grade will be issued a Chromebook. They will utilize this for a variety of class assignments. Students will be allowed to take these machines home for academic purposes. At the end of each academic year, the school will collect the Chromebooks, and students will receive them back the following year.
* Each student is responsible for all content on his/her Chromebook. Each student is also responsible for any damage occurred to the machine; parents will be billed for repairs or replacement if the student is found negligent. We recommend each computer stored in its case when not being used. We will supply a cleaning solution and microfiber rag to clean the screen.
* Each Chromebook is owned by HTCA. It is not considered the student’s personal device.
* We monitor this device and can see what each student does. We strongly encourage personal responsibility and accountability.
* **Any student that is found to be actively trying to subvert the monitoring software will be subject to disciplinary action up to, but not limited to a loss of Chromebook use for the quarter.**
* Inappropriate sites, YouTube videos, games and music will not be tolerated.
* Other members of the family are not to use the student’s Chromebook.
* We will supply a personal password for each student. It is the student’s responsibility to memorize their password.
* Our email system is firstname.lastname@htcaclyde.com

# Parties and Events

## Special events

All classes will have a Christmas party. In elementary some teachers may choose to have one or more of the following parties: fall, Thanksgiving, Valentine’s Day, 100th day, and Easter. The teachers will plan parties for their class and may request help from the parents.

## Birthdays

K-8th: Refreshments may be provided by the parent, with prior teacher approval, at the scheduled lunchtime or the last 30 minutes of the day.  Parents are requested to notify the school at least one day prior to the event.

High school: The parent, with prior approval, may provide refreshments at the scheduled lunchtime.  Parents are requested to notify the school at least one day prior to the event.

# Parent Participation

## Participation

Parents/Guardians are always welcome in the classroom to observe their student/teacher. Each classroom needs one or more room mothers, as well as others to help with parties, fieldtrips, etc. Please let your child’s teacher know if you are available to help in this way. All volunteers are required to take our child-safety training.

## volunteering

Adult volunteers are **always** needed.  From clerical tasks and classroom help to fundraising, concessions, and working in the cafeteria or monitoring recesses, if you have a desire to help, there are needs to be met. Please contact the school office and let us know in what area you are willing to help.  Each volunteer is appreciated and saves the school many expenses, which helps to keep tuition to a minimum.

Parents/Guardians are always needed and appreciated to make field trips possible. Adults who are willing to transport other children will need to fill out a Volunteer Driver Application Form and receive a Driver and Chaperone Instruction Form. These forms are available from the office. In addition, a copy of a valid driver license and proof of insurance must be on file in the secretary’s office.

## fundraisers

HTCA endeavors to keep low tuition rates and minimize extra expenditures for the benefit of each family. For that reason, we may conduct fundraisers throughout the year. The money raised always goes back into the school to benefit our students as directly as possible.

Parents/Guardians are encouraged to participate when possible, but no adult will be forced to participate. Students are encouraged to help simply because it benefits them and their family. All fundraisers are carefully and thoughtfully selected. Suggestions of ways to improve this process are welcome.

# Child Abuse Reporting Policy

In accordance with state law and school policy, the administrator is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. The staff at HTCA, through the administrator, will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

All school staff are expected to report any suspicions or allegations to the administrator, in writing, for review. The administrator will then do a full, thorough, and confidential investigation with one appointed witness. All confidential information will be kept in a locked file.

# Crisis Management Plan

Crisis Management Plans are in effect at the school. Response to crisis situations will be practiced**.** The A.L.I.C.E. plan is a tool used by all schools in the Clyde/Green Springs district in conjunction with the local fire department and law enforcement. The plan is posted in each classroom and the office. The campus is set up with surveillance which is tied in with the police department. All students, staff, and visitors must follow all security policies. Persistent disregard for current procedures may result in disciplinary actions up to, and including, dismissal.

# Policy and Procedure Changes

Each family should have a policy manual in the home as a reference when questions arise. Please return the statement of cooperation form indicating that you have received a copy of the policy manual. This will assure the office personnel that you have received your manual and that you are assuming responsibility for knowing and following the policies.

The administration of Harvest Temple Christian Academy retains the right to change any policy and/or procedure at any time during the school year at our sole discretion with school board approval. The administration also reserves the right to manage this policy in the best interest of the total ministry.

# Problem Solving

In the event a parent feels a problem exists, the following steps need to be taken in sequence:

1. Pray about it. Ask God to give you wisdom, discernment, and the right attitude to approach the situation.

2. Contact the teacher or staff involved and discuss the situation calmly.  Many problems arise over misunderstandings.  The teacher cannot correct a situation or explain the reasons behind certain actions unless he/she is aware that a problem exists.

3. If an amiable solution is not reached, then a conference with the teacher, parents, and administrator will be held.

4. If the problem has still not been resolved to the satisfaction of the parties involved, the complaint can be put in writing and the administrator will submit it to the school board for resolution.

If for any reason parents feel they have a misunderstanding that cannot be worked out with the teacher, they may contact the administrator for a conference.  The School Board does not review communication from parents until the previous steps have been taken. The School Board does not review unsigned letters because without involvement from all parties concerned, nothing can be resolved. Parents are urged not to discuss personal problems with other parents.  This often ends up in further misunderstandings and hurt feelings, and still does not solve the problem.  See Matthew 18 for scriptural basis in problem solving.

Any item of concern should be handled expediently and not allowed to grow out of proportion or be discussed with uninvolved parties.  Satan loves to destroy a ministry through misunderstandings, gossip, pride, and bad attitudes.

REMEMBER: ALWAYS FIND OUT WHAT THE "OTHER SIDE" IS BEFORE DRAWING YOUR CONCLUSIONS.

# Statement of Cooperation

I understand that my child’s attendance at Harvest Temple Christian Academy is a privilege and not a right. I understand it is my responsibility to read and understand the policies set forth in the parent/student handbook. If at any time my child’s conduct, academic progress, or cooperation with the school authorities is not in keeping with the spirit of the school and the school’s requirements, the school at its discretion reserves the right to terminate the child’s enrollment.

I hereby agree to recognize and support on the applicant’s behalf the school’s efforts to promote a Biblical worldview: this includes, but is not limited to, reverence for the things of God (His Word, His name, and His standards), respect for authority, and belief systems and lifestyles that are consistent with the teachings of Scripture. I understand that Harvest Temple Christian Academy uses the Bible as the foundation for academics and moral training. Should conflicts arise due to a parents’ or guardians’ continual resistance to what is being taught at school and the parents’ or guardians’ personal beliefs, Harvest Temple Christian Academy reserves the right to refuse re-enrollment or dismiss the student.

I pledge not to interfere with the school in its efforts to administer discipline in accordance with the standards the school sets for itself. I agree with the school’s efforts to train my child according to biblical principles and will encourage him/her in this and in all other phases of the curriculum. I agree to uphold and support the academic standards of Harvest Temple Christian Academy by providing a place at home for my child to study as well as giving my child encouragement in the completion of homework assignments. I covenant with HTCA that my children will abide by the dress code at school and school functions.

I understand that I am responsible for all tuition and fees, as well as miscellaneous charges that accrue on the student’s account. Payments are due in the amount and on the schedule that I have arranged with the administrator. Should a student withdraw or be dismissed, no refunds will be given, and the current month’s charges are still due and payable.

# Receipt of Policy and Procedure Manual

I/We acknowledge the receipt of the parent/student handbook. I understand that it is my responsibility to read and understand its contents.

I agree that I and my children will abide by the manual and its intent.

If I have any questions about the manual, I will call the school and ask for clarification before acting on said question.

If I have any concern about a situation that may be going on at HTCA, I will call and/or set up an appointment to obtain all the facts.

Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date