

PARENT / STUDENT HANDBOOK

Harvest Christian Academy

A ministry of
Harvest Free Will Baptist Church
110 McKee Road
Bakersfield, California 93307
Phone 661.831.3639
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www.harvestbakersfield.com

Philosophy of Harvest Christian Academy

Mission Statement

Harvest Christian Academy is a ministry of Harvest Free Will Baptist Church. Our Mission is “to train Christians to be fruitful disciples and strong leaders for Jesus.” This is the 3rd part of the Harvest Free Will Baptist Church Mission Statement, and the school, as a ministry of the church, exists to fulfill that mandate.

Our goal is to see every child accept Jesus Christ as his/her personal Savior and then train every child to become a disciple and servant of Jesus Christ, compelled to use their life in His service, however He may see fit.

Statement of Faith

Since Harvest Christian Academy is a ministry of Harvest Free Will Baptist Church; the Statement of Faith of the church is also the Statement of Faith governing the school. The full text of the Statement of Faith will be provided upon request, but can be summed up as follows:

- The inspiration of the Bible, equally in all parts and without error in its origin
- The one true God, eternally existent Father, Son and Holy Spirit who created man by a direct, immediate act
- The pre-existent, incarnate, virgin birth, sinless life, miracles, vicarious death, bodily resurrection, ascension to Heaven and the second coming of the Lord Jesus Christ
- The fall of man, the need of regeneration by the new birth on the basis of grace alone through faith, and the resurrection of all to life or damnation
- The spiritual relationship of all Christians in the Lord Jesus Christ, living a good holy life, separation from the unsaved world and witnessing of God’s saving grace through the ministry of the Holy Spirit.

Standard of Conduct

Students of HCA are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, worldly music (rock, rap, Country & Western, etc.), public dancing, drinking alcoholic beverages, and using narcotics. Students who participate in or discuss such activities at school are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this academy should immediately discuss the matter with a supervisor. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

It should be noted that the Standard of Conduct applies to each student when they are on campus as well as when they are away from campus.

Parental Involvement

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of the academy. Every parent is required to participate in these informative and helpful programs.

Parental involvement is mandatory. The school is not designed to take the place of the home, nor is the school staff intended to take the place of parents. We are here to work with you, not in your place

Christian Americanism

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

Each student is required to pledge of allegiance to the American flag, Christian flag, and the Bible together with his/her class at the commencement of every school day.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Saviour for Whose kingdom it stands, one Saviour, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

Admission Policies and Procedures

Admission Policies

Harvest Christian Academy is specifically designed to serve the families of Harvest Free Will Baptist Church, although we do not limit enrollment only to members of our church.

All students who enroll in Harvest Christian Academy must live with at least one parent or guardian who is an active member of a Bible-believing church. While this policy is strictly enforced, the Pastor and or Principal reserve the right to admit student(s), which don't meet this requirement.

Enrollment will only be granted when the principal has discussed the combined goals and objectives of the school and home and all are in agreement.

Enrollment will be refused if unchristian behavior is observed.

Membership at Harvest Free Will Baptist Church does not guarantee that a student will be accepted for enrollment at HCA.

Harvest Christian Academy accepts new enrollments in grades K – 12th.

Admission Procedures for Lower Level Students (Levels K - 6)

In reading these procedures, please understand that it is always best for both parents to be involved in the decision-making whenever possible, even if the parents are divorced. In some cases we realize that this is not possible.

Upon inquiring about enrollment, pick up application, Parent/Student Handbook from HCA office.

Both parents read handbook thoroughly and complete the application.

Call HCA office (661 831-3639) and schedule an interview with the Pastor and Principal. The completed application should be brought to the interview, along with the most recent report card. A non-refundable \$10 application fee is due at the time of the interview.

At time of the interview, we will also arrange to have both parents take a tour of the school facilities.

Notification of Acceptance/Denial will be done by mail or by phone.

Complete and submit all required paperwork, including:

Student Application

Handbook Agreement Form

Tuition Agreement

Medical Liability Release Form

Pick-up Consent Form

Emergency Information Form

Student Record Release

Field Trip Permission Form

Schedule a Time for Diagnostic Testing

All students must have immunizations as required by State Law. A copy of the immunization record must be filed in the school office upon enrollment.

All kindergarten-age students must have a physical examination and certificate of the physical signed by the doctor. The State of California requires that all first graders have a physical within 90 days after school starts, and not more than 18 months before the student starts first grade.

Admission Procedures for Upper Level Students (Level 7 and above)

The procedure for enrolling Upper Level Students (Level 7 and above) who are transferring from another Christian School or who have been granted an override is the same as for Lower Level Students, with the following exceptions.

Upper Level applicants must meet individually with both the principal of HCA and the Pastor of Harvest Free Will Baptist Church and be interviewed in regard to the issues mentioned in the above policies.

Upper Level Students must complete and sign a “Standard of Conduct” form.

Conditions of Continued Enrollment

At no time is continued enrollment or re-enrollment promised or guaranteed. Students and parents must continue to meet the criteria required of families and students enrolled in Harvest Christian Academy.

Guidelines for Parents

1. Parents are to be well acquainted with the Harvest Christian Academy Parent/Student Handbook and to familiarize their children with it.
2. Parents are to make every effort to support the activities and programs of Harvest Christian Academy.
3. Parents are to pay all financial obligations to the Academy on or before the due date. If this is not possible, notify the Principal in advance to make special arrangements.
4. Parents are responsible to see that students arrive at the Academy dressed in accordance with the uniform standards.
5. Parents understand that the Academy reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational or disciplinary process of the Academy.
6. Parents are to see that their children participate in scheduled field trips and other school activities.
7. Parents agree that the teacher has full discretion in the classroom discipline of their child according to the discipline code.
8. Parents dissatisfied with the Academy in any respect should seek to resolve the matter with the person or persons involved following the Biblical principle of reconciliation set forth in the Bible (Matthew 18).

The Christian School Experience

1. All staff members are seeking the best for your child. This perspective helps to put problems your child may encounter and conferences held in a positive light.
2. Early communication about a problem is critical. Handle small problems and they won't become large problems. The Academy endorses the Biblical principle of reconciliation as described in Matthew 18.
3. A positive attitude and words of encouragement will help your child's teacher tremendously.
4. Policies and procedures, such as the uniform code, help children become aware of structure and rules. These are meant to help train the child. A child who feels he is allowed to break these smaller rules will develop a similar attitude toward larger rules. Please be cooperative when a teacher asks your help in enforcing a school policy.
5. When speaking with a teacher, realize that children frequently tell part of a story. Be willing to get the whole story before making a judgment.
6. Admit that your child, like all children, could occasionally be the instigator of a problem.
7. Help your child with homework and memorization. Check nightly to see that work is being completed thoroughly.
8. Honor and pray daily for you child's teacher, that he or she will have God's wisdom in all classroom situations. Modeling this attitude will encourage your child to honor and pray for those in authority.

Academic Program

Curriculum

Harvest Christian Academy employs the use of a challenging phonics-based curriculum that far exceeds minimal academic standards. The primary curriculum is from Alpha Omega Publications (www.aop.com). Upon enrollment, students are assigned to the appropriate learning level based on their age, maturity, ability, and previous educational experience, if any. Students progress from one grade to another based on their mastery of expected learning skills and achievement of learning goals. Readiness for the next level of learning challenges is a major consideration for promotion.

Academic Procedures

Every student who enrolls at Harvest Christian Academy must take a battery of diagnostic tests, which we use to accurately place each child in the proper place in the curriculum. These tests are used to determine where the child has gaps in their learning. Every student coming from schools that have conventional classrooms have problem areas that need to be addressed before he or she is fully prepared to achieve at his/her performance level. We prescribe “gap Units” that the student will complete before s/he is allowed to begin at his/her performance level.

The diagnostic tests also indicate at what level the student is capable of performing. One of the major weaknesses of conventional classroom-style education is that every student is expected to progress at the same rate. Some excellent students are held back and not challenged because the class is designed for the average student. Slower learners are often left behind, but then promoted to the next grade (for which they are not ready) at the end of the year simply because they are another year older. Serious learning deficiencies usually develop through the years.

Grading Scale (Grades 3-12)

A 100 - 90%
B 91 - 80%
C 79 - 70%
D 69 - 61%
F 60 - 0 %

*A detailed version of our grading scale is available at www.hccademy.net

Grading System

Grades Pre K - 2 - Letter grades and/or anecdotal reporting is used.

Grades 3 - 8 - Letter grades and/or percentages are used.

In determining percentages and letter grades the following will be considered:

Daily class work and homework.

Quizzes and unit tests.

Projects.

Behavior and class participation.

Homework

The responsibility for scholastic achievement is placed on students in our program. It is believed that homework can be kept to a minimum. The goals set by the student or work assigned by the teacher should be realistic and based on the child's capability for completing the work during the day. In some cases the student may be required to complete work at home or after school in the classroom at the discretion of the supervisor/teacher. If a student has homework, the homework will have a stamp on the last page to be completed. The stamp is to be signed by the parent when the student completes the homework and then returned the next school day. Failure to complete homework may lead to the revocation of privileges, the issuing of demerits or detention at the discretion of the teacher/supervisor.

Honor Roll

In order to receive honor roll;

- Student must have an average across all their subjects of 86% or more.
- Scripture said in the month due
- Complete the required lessons each semester;
 - 5 Units per semester, per subject in Switched on School House curriculum

Progress Reports

The grading system is designed to give parents a true indication of the student's progress. Scores on progress reports indicate actual objective percentage results on tests and/or daily work. At the end of the second quarter, progress reports are given to the student to present to the parent and to be signed and returned within one week. At the end of the 4th quarter the Final progress report will be mailed to the family after the account is paid in full. Five dollars will be charges for duplicate cards.

Scripture Memorization

Each month students will be required to memorize a scripture passage from the Bible. Students who can recite the monthly scripture by the 15th of the month will receive Packer Club honors for that month. Packer Club is a time of privilege for students, which may include a party or fun time. Scripture memorization is an important part of the child's education, that's why it is required for students to show that they have effectively memorized the monthly scripture to be eligible for honor roll.

Awards

Certificates and trophies highlight the Annual Awards Night that we have each spring. Start now to work on having the privilege of taking some of these awards home.

MEDALS AWARDED:

- Packer Club
- Two Semesters Honor Roll

TROPHIES AWARDED (K through 4th)

- Highest Mathematics Average
- Highest Bible Average
- Highest Language Arts Average
- Highest Science Average
- Highest History Average
- Perfect Attendance

TROPHIES AWARDED (5th through 12th)

- Highest Mathematics Average
- Highest Bible Average
- Highest Language Arts Average
- Highest Science Average
- Highest History Average
- Perfect Attendance

Disciplinary Actions

Just as there are incentive programs to encourage the student to excel, there are also certain disciplinary actions that are used to discourage the student from leading an undisciplined or rebellious life. These actions vary in severity from demerits to suspension or expulsion.

We ask that every parent observe these four rules in regard to controversy surrounding disciplinary actions involving their children. They are:

- Give the staff member the benefit of the doubt.
- Realize that your child's reporting may not include all the information.
- Realize that the school has reasons for all rules and they are enforced without partiality.

Support the administration and call the school to speak with the teacher for all the facts.

Demerits

Demerits are given for minor infractions of Learning Center Rules. Students are given a copy of the Learning Center Rules, and a copy of the demerit list is located in the back of this Handbook.

Suspension

Students who commit flagrant violations of the HCA Standard of Conduct will be subject to immediate suspension, the length of which to be determined by the pastor and/or principal. Any student who commits an act worthy of suspension will be automatically placed on Behavioral Probation.

Detentions (*Corrective Action Notice*)

Detentions are earned when a student has earned 3 demerits (5 for Pre K thru 1st graders) in one day. Every student begins every day afresh with no demerits. The amount of detention time a student will be given depends on the number of demerits he/she has earned.

Generally the amount of time will be according to the following chart:

3 demerits=20 minutes detention

4 demerits=30 minutes detention

5 demerits=45 minutes detention

6 demerits=60 minutes detention

Detentions are served on the following day's breaks. The student must stay in on their breaks until the full amount of the detention has been served. When a student receives a detention, a ***Corrective Action Notice*** will be sent home. This notice will inform the parent of why the student received the detention, and it must be signed by a parent or guardian and returned to school the following day.

Expulsion

When detentions, probation or suspension have been ineffective in encouraging a student to conform to the rules of the academy and the wishes of his/her parents to be created in the image of Christ, then expulsion will be necessary. We owe it to every parent who enrolls a student in this school to keep the school as pure and free from worldly influences as possible.

Expulsion will also occur if a student or family no longer meets the conditions of continued enrollment.

Probation

There are three types of probation.

Academic Probation

Academic Probation will be assigned to those who are capable of doing more work than they are doing. This will be initiated by the supervisor and then assigned by the principal. A meeting between the parents and staff will then be necessary. The following restriction will be placed upon those on Academic Probation:

- The student will not be qualified to earn privileges or make the Honor Roll during the quarter in which s/he is placed on Academic Probation.
- The student will not be allowed to attend any extra-school activities (i.e. field trips, etc.)

Behavioral Probation

Behavioral Probation will be assigned to those who continually resist the rules and discipline of Harvest Christian Academy. The following restrictions will be placed upon those on Behavioral Probation:

- The student will not be qualified to earn privileges or make the Honor Roll during the quarter in which s/he is placed on Academic Probation.
- The student will not be allowed to attend any extra-school activities (i.e. field trips, etc.)
- Assigned clean-up duties on campus.

General Probation

All Upper Level students who have been enrolled by having been granted an override are on General Probation for the first 9 weeks of school. There are no restrictions for students who are on General Probation, but their status will be reviewed during and after the 9-week General Probation, and a decision will be made during or immediately after the General Probation period as to whether or not it is in the best interest of the school or the student for continuous enrollment to ensue.

Any time a student is placed on academic or behavioral probation an immediate meeting with the student's parents will be arranged. At that time the parents will be advised as to what caused the probation action, and the school staff will try to set a corrective course of action with the parents cooperation. **If the nine-week probation period is not effective at correcting the problem, the student will be subject to immediate dismissal.**

School Operation

Daily and Weekly Schedules

The campus is open every school day morning at 7:30 AM and staff will be on duty at that time. The campus remains open and staff on duty until 3:15 PM, except on Friday, when the campus closes at 12:15 PM for all students. Students who are not picked up by 3:15 may be subject to charges for after-hour care.

Cancellation of School

In the event of inclement weather (fog or other severe weather), delay or cancellation of school notification will be done by telephone from the HCA office. We will do our best to notify parents of our intention to cancel school as early as possible.

Attendance

Absences and Tardies

A written excuse signed by a parent or guardian must be presented to the supervisor when a student is tardy or returns to school after an absence.

Telephone notification will not be sufficient (you cannot place a telephone call in a file!) If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments should be scheduled after school hours. Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. If a student has more than 23 absences in a single school year, that student will not be allowed to move on to the next grade.

A student is considered tardy if he is not in the Learning Center on time. 2 demerits will be given. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension. Being tardy 3 times in one month will constitute an unexcused absence.

Leaving School Early

We believe that school is a critically important part of a child's day, but if you must pick up your child before regular dismissal time, we ask that you please make your request in writing to the teacher.

Medical Absences

Medical absences totaling 4 or more in any 30-day period must be accompanied by a doctor's note or else they will not be excused.

Physical Education Excuses

Physical education excuses require a doctor's signature. No child will be excused from the regular course without this excuse.

Fire Drills

Practice fire drills will be held monthly during the school year. At the sound of the bell, students are to stand and march out of the building in an orderly manner to a designated place. After students are accounted for, they will return to the Learning Center in the same manner.

Dress Code

Uniforms and high standards prevent the Christian youth from being a stumbling block to others through immodesty or sloppy dress. Uniforms help identify the student with Harvest Christian Academy. They eliminate the daily decision of what to wear and competition among peers.

Students must come to school in the uniform and leave in the uniform unless specified by the principal.

The dress code is a matter of judgment on the part of the teachers, Principal, and Pastor. If a student comes to school inappropriately dressed, the parent will be called to bring proper clothing. Subsequent violations may result in demerits and/ or suspension from school. Please read and adhere to dress regulations.

All uniform clothing must be purchased through Harvest Christian Academy.

School Policies

Appearance

There is a correlation between a student's appearance and the way the world views them. There is also a correlation between a student's appearance and his self-concept. All clothing **should be clean, in good repair, and well pressed**. Students are required to dress in a modest and neat fashion. Shirrtails are to remain tucked in. Sandals are not permitted. Non-traditional styles of clothing, jewelry and haircuts are not permitted. Tattoos are prohibited.

BOYS

Boys' hair must be a standard conservative tapered cut, not to extend over the collar or ears. No hair dyeing is permitted. No lines, bowls or wedges. They must be clean-shaven with no facial hair.

No earrings or necklaces are to be worn by male students, nor will male students be allowed to attend school if they have pierced any part of their body.

GIRLS

Girls' hair should be cut and styled in a traditional manner. Bangs may not extend down to the eyebrows. No hair dyeing is permitted.

Make-up is only permitted on female students in the 7th to 12th grade, Make-up must be used conservatively and is up to the discretion of the supervisor. Nail polish should be traditional light colors—no flashy, fluorescent, or dark colors.

Permissible jewelry includes one ring per hand, one bracelet, and one earring on each earlobe.

Jewelry that is crude or in bad taste may be confiscated and returned to the parents.

All decisions are solely up to the discretion of the supervisor.

Medical Guidelines

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered in the school office.

Head Lice Policy

This policy gives direction for the management of head lice infestation within Harvest Christian Academy.

Although the head louse can cause significant irritation, it has not been known to transmit disease. Head lice have been common in the community throughout history and will spread anywhere that a number of people work, play or live together. School communities and families, by their nature, are therefore vulnerable to infestations.

Roles And Responsibilities:

1. Parents/Guardians have responsibility for their children. This includes:

Prevention

Encouraging thorough hair brushing at least daily.

Detection

Checking weekly for head lice (daily when there is a local infestation)

Notifying the Principal when head lice are detected

Keeping a child with an infestation at home until treatment of the infestation is initiated (including removal of all eggs)

Treatment

Purchasing and carrying out a recommended treatment.

2. Harvest Christian Academy has the responsibility for:

Developing school procedures to support the prevention of head lice infestations

Disseminating information to parents on the prevention, detection and treatment of head lice, as supplied by the Department of Health and Human Services

Alerting parents/guardians of the presence of a head lice infestation within the school and requesting parents/guardians check their children regularly

Requesting that the parents/guardians of a child with an infestation remove the child from the school until the infestation is treated and all eggs are removed

Encouraging parents/guardians to contact the local Health Department in case of persistent infestations.

Lice Inspection

At any time during the school year the school staff of Harvest Christian Academy may inspect any student for head lice. If nits or lice are identified during inspection the following procedure will be implemented:

1. The student will be removed from the classroom.
2. The parent or guardian will be called to come to the school to pick up the student. It will be the responsibility of the parent or guardian to transport the student home before the end of the school day.
3. After treatment has been completed and ALL nits have been removed from the head, the student should be accompanied by the parent or guardian to the school.
4. After the student has been cleared to return to classes, the staff will continue to check for nits because of the risk of re-infestation if the student's environment was not properly treated. The student will be checked as often as deemed necessary by the staff. For example: The student will be checked 3 times per week for 2 weeks; 2 times a week for 2 weeks and 1 time per week times 2 weeks; 1 time in 1 month.

There is no specific exclusion time from school for head lice. Some parents are able to accomplish the treatment in one day. IT SHOULD NOT TAKE MORE THAN A FEW DAYS. The student will be expected to report to the school the day after they were excluded for inspection. Exclusion for lice should not be used to miss school for an extended period of time. Therefore, the school may enforce disciplinary action as deemed necessary by the school's administrative staff.

Instructions to Assist Parents in Controlling Headlice

Treat all members of the family that are or could be infested with headlice.

Soak combs and brushes in hot water (at least 150 F) and lice shampoo for 1 hour.

Comb hair of each person carefully with a fine tooth comb or use tweezers or fingernails to remove all nits for the hair strands.

Wash and dry all bed linens of infested persons on hot settings.

Put all non-washable bedding such as pillows in the dryer on hot settings for 30 minutes. You can also hang non-washable bedding stuffed animals etc. in direct sunlight for 6-8 hours or seal them in a plastic bag for 14 days.

Vacuum all mattresses and run a hot iron over them – especially around any buttons.

Carefully vacuum all upholstered furniture, carpets, throw pillows and car seats.

Wash all clothes infested persons have come in contact with in the past 4-5 days.

Non-washable clothing can be treated the same as non-washable bedding.

Notify all persons that have recently been in contact with infested persons.

Check for nits daily for at least 2 weeks.

List of Banned Items

- Drugs
- Cigarettes or tobacco in any form
- Alcohol
- Firearms or weapons of any kind intended to cause harm to another student or teacher
- Matches, lighters or fireworks
- Video games
- Roller blades or skateboards
- Laser pointers
- Radios, Cassette, CD or MP3 players (those needed will be provided by the academy)
- Gum

The banned items list is not inclusive, and items can be added by the administration at any time without prior notification.

Policies and Comments

Property

Marked on, defaced, or broken property is to be replaced at offending student's expense.

Language

Use only words that glorify the Lord. Use of words or phrases that are off-color, profane, vulgar or obscene will result in disciplinary action, depending on the severity of the offense.

"Six-inch" Rule

ALL students should keep their hands off other students—"six-inch rule," "no back talk," and "no monkey business."

Off Limits areas

Other students' offices

Learning Center when staff is not present

Parsonage

Kitchen (except during break times, Opening Assembly and Lunch)

Auditorium (except during authorized activities)

Students may not leave the school grounds during school hours without permission.

Music

Only that which has been approved by staff is permitted. Instruments are to be played only in supervised music classes.

Books and Magazines

Must be approved by supervisor upon student's arrival at school.

Student Bulletin Boards and Offices

Only "positive," pre-approved items are allowed

Parties

Parties are not school-sponsored unless parents receive a notification letter from the principal.

Visitors

Visitors need to come to the school office and obtain a pass before entering the Learning Center.

Transportation

Cars and bikes should be locked. All students must stay out of and off of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles on the campus.

Telephone Usage

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must have their supervisor's permission (forgetting his/her lunch is not an emergency).

Lost and Found

Lost articles will be turned into the school office. All unclaimed items will be disposed of at the end of each month.

Open Search Policy

Harvest Christian Academy has an open search policy. We reserve the right to search backpacks, purses, lockers, desks, PACEs, individuals and automobiles.

Cell Phone Usage Policy

Harvest Christian Academy recognizes that in today's world cell phones is a familiar and often necessary form of communication for students.

- It shall be the policy of Harvest Christian Academy that **no** cell phone usage shall be allowed on campus without the prior consent of the staff or principal. This shall include verbal calling, incoming calls, email, text messaging, and use of cell phone calculators on tests and quizzes.
- Cell phones are only permitted for students 7th through 12th grade.
- Cell phones must be kept off and out of sight.
- Should a student's cell phone be visible, ring, or other form of unauthorized usage, the cell phone will be confiscated and returned to the parents.
- Upon prior consent of the principal or instructor, a student may obtain permission to use their cell phone in case of an emergency or in critical family situations.
- Abuse of this privilege will result in a permanent ban of a student's cell phone.

Child Abuse Policy

Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent or other person, or needs protection, is legally responsible to report the incident or situation promptly to a child protection social worker.

Abuse can be recognized as:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Sexual exploitation

Computer Usage Policy

1. No person shall deliberately damage school computers or software. This includes vandalism, "hacking", wasting resources and spreading computer viruses.
2. No person shall deliberately access educationally inappropriate materials or show others how to do so. This includes, but is not limited to, obscene and pornographic materials, sites promoting hate groups or violence, the use of illegal or controlled substances, or dangerous materials (such as bombs or weapons).
3. All persons shall respect and uphold copyright laws regarding copies of software, text or graphics.
4. Illegal activities are strictly forbidden.
5. No person shall participate in hate mail, harassment, discriminatory remarks and other antisocial behaviors, including, but not limited to profanity, obscenity, bigotry and 'flaming'.
6. Use of another user's login password, or allowing another user to use one's login password, is prohibited.
7. The following activities are not allowed : Chat, Telnet, Newsgroups, games and Web-based email such as Hotmail or Yahoo mail.
8. All persons shall practice courtesy and respect for the rights of other users.
9. Users of the HCA computer network can and may be monitored and observed by the staff of the HCA.
10. Users who have questions regarding appropriate use should **ask** a teacher or the system administrator **before** accessing materials.

*Revised September 11, 2006 – Pastor Kurt Lindgren

*Corrections made to grade scale October 26, 2006 – Pastor Kurt Lindgren

