

Harvest Christian School

Parent, Student, and Teacher Handbook



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HARVEST CHRISTIAN SCHOOL

PARENT, STUDENT, AND TEACHER HANDBOOK

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ABOUT HARVEST CHRISTIAN SCHOOL

MISSION STATEMENT

Training and equipping young people to reach their full potential in life, in service, and in the world.

A BRIEF HISTORY

Harvest Christian School opened its doors as New Life Christian Academy on October 12, 1984. They began meeting in the Shepherd's Inn near Finlayson, MN. On January 8, 1985, the board voted to change the school's name. Evidently, another school was already named "New Life Christian Academy."

Classes were held in many places in the first 15 years. These included: The Shepherd's Inn, St. John's Lutheran Church in Finlayson, Hinckley Evangelical Free Church, The Church of Victory, and Community Worship Center. In 1994, HCS acquired a building and land in Sandstone that had been owned by the Sandstone Youth Center. The existing building had been an old depot building in Bruno, MN. The Depot was used for school until there was a building project in 1999-2001. That building project added the Main building. Classes began there in February of 2001. The Depot was still used for most elementary classes.

In September, 2020, there was a fire in the Depot building, and school had to be delayed for a week. Some adjustments were made, and school was held in the current Main building 5-12th grades, and the Sandstone Evangelical Free Church graciously allowed us to use classroom space for the grades preschool-4th. The loss of the Depot prompted Harvest to look at other options and gain much needed space. The Old Gateway Clinic Building was purchased in April of 2021 and renovations began to quickly transform the building into a school. After much hard work and long hours, the renovated building was dedicated on August 14, 2021 and a new school year began on September 7, 2021.

Since 2001, Harvest has added to our teaching staff. Harvest has now grown to offer 3-yr-old preschool through 12th grade classes. We offer partnerships for home school families and support for Post Secondary Enrollment Option (PSEO) students. Our teachers and staff provide an education with a distinct Christian world view to help students succeed every day.

We are committed to offering a quality Christian education for our students. It is our pleasure to serve God through education and our families, churches, and communities.

OFFICIALLY, HARVEST CHRISTIAN SCHOOL IS:

Harvest Christian School (HCS) is incorporated as a private, non-profit, non-denominational school. HCS is a member of the Association of Christian Schools International (ACSI). The school is governed by a board of directors elected by parent-members. The board works with the administration and staff to direct HCS's program and plan for its future.

STATEMENT OF FAITH

This is the statement of faith for Harvest Christian School.

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God, inerrant in the original manuscripts. We believe the inerrancy of Scripture embraces not only the religious truth, but also the Bible's scientific, historical, and literary features.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is the true God and true man.
4. We believe that the creation of the Universe and everything therein was an act of God and not the result of evolution.
5. We believe that man was created in the image of God: that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God.
6. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood.
7. We believe that for the salvation of lost sinful men, regeneration by the Holy Spirit is absolutely essential.
8. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.
9. We believe that our Lord and Savior Jesus Christ will personally return and set up His kingdom wherein He will rule and reign in righteousness.
10. We believe in the bodily resurrection of the just and the unjust, the blessedness of the saved, and the retribution of the lost.
11. We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe that the Word of God requires Christian parents to make every effort to train their children to love and respect the Lord Jesus Christ. For this reason, this corporation shall be a tool to supplement the Christian instruction received in the home and in the local church.

MEMBERSHIP

Harvest Christian School, is a member-owned and board-driven, private, non-profit, non-denominational Christian school administered by a board of directors. The board of directors is elected from the membership of HCS.

Membership is open to concerned Christian parents and other Christians committed to Christian education generally and the goals of HCS specifically. We encourage all supporters of HCS to become members in order to have an impact on Christian education in east central Minnesota. A membership fee must be paid at the time of initial application acceptance or yearly renewal, which will be collected at the September parent meeting of the current school year. Individual or joint (husband/wife) memberships are available. A personal interview is required for all new memberships. Membership in the corporation entitles that person to all rights and voting privileges. Complete membership applications can be obtained from the HCS office.

HCS STUDENT PROFILE

HCS Mission Statement:

Training and equipping young people to reach their full potential in life, in service, and in the world.
(II Timothy 3:16-17)

Harvest Christian School strives to instill three values into the students that attend our school. Ultimately, we want all our students to be equipped to live a life where they Love God, Serve Community, and Learn for the Future. Jesus says in Matthew 22:37-39 “You must love the Lord your God with all your heart, with all your soul and all your mind... Love your neighbor as yourself.” At Harvest, we are trying to teach these two commandments to our students.

Harvest Christian students will:

Equipped for life:

1. Love God (Galatians 5:25, Isaiah 55:9, Romans 12:2, Acts 1:8)
 - Develop a lifetime love for God
 - Express gratitude to the Lord for his provision
 - Follow Jesus, who is active in our lives and also God who we should honor and serve
 - Memorize Scripture and develop a Biblical Worldview
 - Defend their faith (apologetics and Biblical problem solving)
2. Serve Community (Mark 10:45, I John 3:18, Ephesians 4:32, I Corinthians 3:4-8, Colossians 3:17)
 - Show concern for others and their needs by looking for ways to serve the Lord
 - Participate in age-appropriate service projects
 - Get involved in church programs, camps and other local ministry opportunities
 - Lead and plan appropriate community service
 - Complete a service-learning program in 7-12th grade before graduation
3. Learn for the Future (Colossians 3:23, Luke 2:52, I Corinthians 10:31)
 - Be prepared for college
 - Use curriculum which builds and deepens as classes progress, building upon past learning
 - Have opportunities to participate in internships with local tradesman (Developing)
 - Be encouraged to pursue PSEO when eligible in the 11-12th grade for college or tech credit
 - Define success according to following God’s plan for their life not according the world’s standards
 - Joyfully serve the Lord in whatever area and career they are led

PROFILE OF A HARVEST EMPLOYEE

Ephesians 4:11-12, "So Christ himself gave the apostles, the prophets, the evangelists, the pastors, and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ"

Basic Staff Expectations

All staff members at Harvest Christian School are expected and required to:

- Be dedicated to and act in accordance with the school's mission and core values;
- Be accountable for job duties and responsibilities;
- Develop and maintains a positive attitude and atmosphere that inspires others to do the same;
- Uphold professional standards of appearance, punctuality, courtesy, and discretion;
- Appropriately carry out specific projects, supervision roles, advisory programs, assigned job duties, meetings and other items as determined by the Head of School, Principal, or Supervisor;
- Maintain professional credentials and/or certification, if applicable;
- Engage in professional and timely communication/follow-up with colleagues, parents, and students;
- Be committed to professional growth and improvement.

Characteristics of Professional Excellence

The staff of HCS are commit to these characteristics as the foundation of our efforts to serve the needs of our students, colleagues, and school.

Love God: Christ-Like Living

- **Biblical role model:** I am committed to making decisions in my work and life that glorify God and elevate Christ. I am committed to practicing spiritual disciplines such as prayer and Bible study. I am actively involved in a church and seeking to live a life that encourages students to know and love God and each other. I recognize the need for personal renewal and the priority of family in my life.

Serve Community: Healthy Relationships and a Life-Giving School Culture

- **Welcoming:** Encourages a positive HCS Culture: I will strive to help build and maintain a culture that makes students, parents, and colleagues feel welcomed and part of the community. I will greet students daily, with my interactions being positive, friendly, and Christ-centered. I will view admissions as part of everyone's job, and will strive to promote the school in new and innovative ways. I will participate in HCS events, and promote our school to those in my community.
- **Unified and loyal teammate:** I demonstrate through words and actions a genuine commitment to the school, its purpose and goals, and fellow staff. My conversations with others are constructive, upbeat, and professional. I work hard every day to contribute to a healthy learning, growing, and mutually supportive environment for and with my colleagues. I will support my colleagues publicly and deal with conflicts privately and biblically.

- **Can-do, positive attitude:** I believe a solution can be found regardless of the challenges I face and believe the outcome will work for good. I resolve to stay committed to the goal at hand regardless of the circumstance. My attitude is one that is positive, supportive, and optimistic and will be noticed in both my disposition and reaction to situations. I bring my “A” game every day to promote the mission of the school. I passionately and energetically demonstrate my enthusiasm for my work, colleagues and students while striving to engender similar enthusiasm in them.

Learn for the Future: Professional Responsibilities

- **Part of the solution:** (Solves problems/makes decisions): In addition to identifying challenges, I come with ideas, methods, and a willingness to help solve those challenges. I am willing to set aside personal goals and objectives based on what is best for the greater good and recognize that doing whatever it takes may inconvenience me and require hard work.
- **Community Focus:** I go above and beyond to build and maintain satisfaction with students, parents, prospective parents/students, co-workers, and extended Harvest community. I work to make decisions that balance commitment to the school mission and community. I will respond to all communications in a timely manner and will work at finding good solutions for my community. I will demonstrate active listening and ask clarifying questions in order to meet the needs of my community by understanding the details of their question or request. Without question, I will exercise self-control when dealing with a stressful situation, and will maintain professionalism.
- **Personal Effectiveness (Accountable, Detailed, Efficient, Ethical, Honest, Motivated, Responsible, Trustworthy):** I will portray a professional demeanor and represent Harvest in the best light. I will hold myself accountable and complete the job requirements listed in my job description with efficiency and attention to detail. I will look for ways to be cost conscious, and implement process improvements. I get the job done to the best of my ability for God’s glory.
- **Communication (Verbal, Written, Timely, Follow-up):** I will listen to others, and express my ideas using clear and concise language for my audience and readers. I will respond to requests by my community and HCS staff in a timely manner. I will shut down gossip or unproductive conversations, and will be a part of helping to resolve conflicts. I will have on-going communication with colleagues and families that builds trust, and I will take initiative to establish strong, long-lasting relationships.
- **Professional Development:** I will take ownership of my development and set/achieve goals that are transformative in nature. I will be committed to continually growing as a professional. I look for opportunities to network with other Christian schools or applicable professionals or associations.
- **Management Qualities of School Leaders (Coach/Mentor, Fiscally Responsible, Strategic Vision, Leader, Employee Supervision):** I manage my staff in ways that improve their ability to succeed on the job by providing on-going constructive feedback/coaching, setting clear expectations, and recognizing hard work and results. I treat staff fair and consistently. I think strategically and work in a way to move the Strategic Plan forward. My mindset is to be fiscally responsible and utilize budget dollars wisely. I gladly share my expertise and advice with others, and lead with humility, service and a focus on people.

ENROLLMENT INFORMATION

Complete enrollment packets can be obtained from the HCS office.

REGISTRATION FOR CURRENT STUDENTS

Registration is an annual requirement. For ease of planning, students are automatically re-enrolled for the next school year. Invoices for current students will be sent out in March for payment of enrollment fee. Your student's position is secured as soon as this registration fee is paid. Earlier registration will allow us to plan for curriculum and staff for the next school year. As we grow in our enrollment, continuous registration/enrollment allows families to have the confidence that their children have a guaranteed position in their grade. See tuition schedule for early discounts.

REGISTRATION FOR NEW STUDENTS

Parents wishing to register their children must fill out an application form, must pay the non-refundable registration fee as set by the board, and may complete a student interview (7th -12th grade, only). An interview may be arranged with new students to ensure they are willing to follow the student code of conduct.

Once registration has been accepted, enrollment can continue. As part of the registration process, placement testing will be required for all newly enrolled students and those returning after being withdrawn from HCS unless recent standardized testing scores are available. The placement testing is to take place prior to the first day of attendance at HCS and will be scheduled by the school office or teacher administering the tests. New students must provide records from their previous school, if requested.

HOME SCHOOL PARTNERSHIP REGISTRATION

Harvest Christian School offers a Home School Partnership for home school families. This partnership allows you the freedom to home school your children with the opportunity to partner with HCS for a number of items including: field trips, picture day, school performances, in-school events, fundraisers, and even take part in graduation (as a home school graduate).

This partnership also allows your students to take standardized testing at HCS and gives you the opportunity to register for single credit classes offered by HCS. The fee schedule and application form for the Home School Partnership can be obtained from the HCS office.

NOTICE OF NONDISCRIMINATORY POLICY

Harvest Christian School does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admission policies, educational policies, and school-administered programs.

FINANCIAL INFORMATION

TUITION

All student registrations must be paid no later than the first day of school. The office handles all admission inquiries, tuition, and payments. Any questions regarding school accounts should be forwarded to the office: 320-245-5330.

Tuition for the next school year is set in January of the current school year. An up-to-date tuition schedule is available in the front office.

TUITION PAYMENT PLAN

If tuition is paid in full for any student by the first day of school, a 5% discount will be applied to that student's tuition. Please be aware, 10% of the full year tuition is non-refundable regardless of the student's start/end date. For families not wishing to pay full tuition in advance, a payment plan is available. Since our payment plan is a non-interest payment plan and not a monthly charge, tuition will be figured on a pro-rated basis (less the 10% non-refundable portion) for students entering or withdrawing within the school year. A tuition payment plan contract is due by July 31st before the start of the school; all payment plans must be reviewed and approved by two board representatives. A tuition payment plan contract is available from the office.

PSEO STUDENTS

Students who enroll (and pay enrollment fee) with Harvest Christian School and are taking PSEO classes at a qualified institution may take classes needed for graduation from HCS. PSEO students who are not taking classes from HCS but need an independent study Bible credit may take advantage of our off-site PSEO option. The PSEO Student Options application is available from the office.

SCHOLARSHIPS

Harvest Christian School desires to be accessible to all families. Scholarships are administered strictly on a financial need basis and as monies are available. To determine your eligibility for a scholarship, contact the office to request a meeting with the Head of School. Scholarship distribution is non-discriminatory and is given out with no regard to sex, race, national, or ethnic origin. For more information see scholarship application for more details and timeline.

PAST-DUE TUITION

Parents should make every effort to pay tuition on time. You will receive notices from the office when your account shows a past-due balance. No school records will be released to families with a past-due balance. No student will start a new school year unless past due balances are paid. Families with delinquent accounts will be turned over for collection. A \$25 per month late fee will be added to all overdue tuition accounts.

RETURNED CHECKS

A returned check fee of \$30.00 will be charged for checks returned for insufficient funds. This applies to all payments to HCS including, but not limited to: tuition, book fees, lunches, school pictures, and activity fees.

STUDENT WITHDRAWAL

If it becomes necessary to withdraw a student, parents must notify the office in writing. Parents must also complete the appropriate forms indicating that all books and school property have been returned in good condition and that all financial obligations have been met. No records will be released to parents, or to any other school, until this process is complete.

TUITION REFUND/TUITION BILLING UPON WITHDRAWAL

For all students withdrawing during the school year, 10% of the full year tuition is non-refundable. The remaining balance (less the 10% non-refundable portion) will be pro-rated. The refund or final bill, if necessary, will be mailed to the parents within four to six weeks. The refund, or final bill, will be determined by using the date given on the written notice of withdrawal submitted by the parents and/or the last date of attendance by the student(s). Enrollment fees, book fees, activity fees, yearbook purchases, and fundraising proceeds are non-refundable and will not be pro-rated.

VOLUNTEER POINTS

Tuition covers only a portion of school costs for each year. In order to run the school more efficiently, we require each family to earn volunteer points. Each two-parent family will be required to earn 25 volunteer points throughout the school year. Each single parent family will be required to earn 10 volunteer points throughout the school year. These points can be easily earned by supervising recess and/or lunch, buying supplies for fundraisers, working at fundraisers, making hot lunch, completing maintenance projects around school, and participating in a number of other activities. If you have other ideas for earning volunteer hours, please contact the Head of School.

If you have a question about volunteer points or what other things qualify, please call the office. Points are earned for each hour volunteered or money spent for fundraisers (with receipts turned into the office). The office will issue volunteer point statements at various times so you know what points you have earned. You can choose to opt out of the volunteer point requirement by paying \$750. Sign-up sheets for fundraisers and HCS committees (Building and Grounds, Finance and Philanthropy) will be in the office.

ACADEMIC POLICIES

GRADING POLICY

Harvest Christian School encourages all students to strive for their highest level of achievement. HCS believes that the process of evaluation should be continuous and assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development. Evaluation information will be communicated so that parents and students understand the achievement level of the child.

GRADING SCALE

At HCS, a five-letter range is used; this system is consistent with the grading systems of most other schools. The following numerical scale will be implemented in determining grades.

A+ 100-97	B- 82 – 80	D+ 69 - 67
A 96 – 93	C+ 79 – 77	D 66 - 63
A- 92 – 90	C 76 – 73	D- 62 - 60
B+ 89 – 87	C- 72 – 70	F 59 & lower
B 86 – 83		

In addition, when applicable, students may receive E for “excellent”, S for “satisfactory”, N for “needs improvement”, I for “incomplete” or pass/fail.

MID-TERMS

Junior and senior high mid-term grades are issued four times a year. Progress reports go home for elementary grades at the teacher's discretion.

REPORT CARDS

Report cards reflect the student's academic progress and will be issued in the week following the end of each nine-week session. The school calendar indicates the dates for the grading periods.

Quarterly grades are prepared to reflect the student's academic standing at the conclusion of each nine-week session. Each quarter's grades stand independently of the previous quarter's grade and are not to be affected by the previous quarter's performance.

PARENT/TEACHER CONFERENCES

Times will be established and publicized for parents and teachers to meet to discuss student progress. Parents and teachers are welcome to schedule a conference at any time. Appointments may be made with the teacher.

- Conferences will be held in the fall and in the spring of each school year.
- Parent/Teacher Conferences: Preschool through elementary conferences are scheduled time slots of 15 minutes. Junior and senior high conferences are on a first come, first serve basis.

ACADEMIC INTERVENTION

For those students who are having academic difficulties, teachers will notify the parents. When a student is struggling in any curricular area, a program for improvement will be developed. This may include a daily assignment sheet, extra study time, tutoring, etc. A student may be restricted from participation in school-related activities (including athletics) if academic progress is not made.

If a student is showing weakness in a particular academic area for various reasons, one or all of the following steps may be taken:

- Conference with the student and phone call to the parent.
- Academic contract between student, teacher, and parents.
- Progress reports issued to parents, as needed.
- Conference with Head of School and/or guidance counselor.

GOOGLE CLASSROOM

Google Classroom has been selected as the learning management system for Harvest Christian School. All students enrolled in K-12th grade will be assigned Google Classroom credentials. As a parent/guardian for your student, you will be invited by your student's teacher to receive guardian summaries. Please accept the invitation to have access to these updates detailing student progress.

CLASS/GRADE PLACEMENT

Grade placement for all students will be determined by testing and/or the administrative staff.

AGE REQUIREMENTS

Those enrolling in kindergarten must be five years old on or before September 1st. Those enrolling in 4-year-old preschool must be four years old on or before September 1st. Those enrolling in 3-year-old preschool must be, potty trained and at least 36 months old.

PSEO ENROLLMENT

PSEO classes taken at HCS through any accredited college will be treated as a HCS class credit. A 3 or 4 credit college class will be treated as one high school credit.

SERVICE-LEARNING CREDIT

Harvest Christian school believes that it is important for our students to be in the world but not of the world. We want to do everything that we can in order to encourage them to be a part of a local church and to look for opportunities to serve the communities that they are a part of. With that in mind, we are implementing a service learning/spiritual formation credit that they can earn throughout their high school years (7-12). Our intent is to give as much guidance as we can but not to organize or take on the burden of creating opportunity to earn this credit. We believe that there is already opportunity to get involved with the area churches and ministries. We will produce a list of potential places that students can get involved, the list is not exclusive, and every effort is made to include those ministries, churches

and opportunities which we are aware. Please let us know of any that we may have missed. Each student will be asked to accumulate 10 or more credits for the school year.

Accountability for Service-Learning Credit

Students will be held accountable to the places and churches for which they will be involved. There must be a leader who is not related to them that will be able and willing to document the time that is spent participating in the given service. Forms for tracking service/spiritual formation need to be signed by designated leader(s) stating that the student has participated/served for said length of time.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students fulfilling the graduation requirements at Harvest Christian School will also fulfill Minnesota State Education course recommendations. The student must have a passing grade for each semester in order to earn full credit for a course. A credit is a full year, or two semesters, of passing grades. The HCS credit requirements are as follows:

- **4 credits of language arts**
- **3 credits of mathematics**, including algebra, geometry, statistics and probability sufficient to satisfy the standards. Students in the graduating class of 2015 and beyond must complete an algebra II credit or its equivalent as part of the 3-credit requirement. In addition to the high school credits, students in the graduating class of 2015 and beyond must also complete an algebra I credit by the end of eighth grade.
- **3 credits of science**, including a biology credit. In addition, students in the graduating class of 2015 and beyond must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)
- **3½ credits of social studies**, including U.S. history, geography, government and citizenship, world history and economics.
- **1 credit in the arts**
- **4 credits of Bible**
- **3 elective credits**

An agriculture course may fulfill a general science credit requirement. A CTE course may fulfill a general science, mathematics, or arts credit requirement.

A total of 21½ credits are required for graduation.

- Students fulfilling the graduation requirements at Harvest Christian School will also fulfill Minnesota State Education course recommendations.
- Colleges and universities recommend 4 units of math, science, and social studies and 2 units of foreign language.
- The NCAA does not recognize Bible, Computer/Tech, or Non-Language electives as core classes but elective classes.

STANDARDIZED TESTING

In the spring semester, students in K-11th grades will take an Achievement Test.

Results from all tests are compared with normal scores for public, private, and Christian schools throughout the nation. It is very important that a student be present during this week of testing. Make-up test will be given to students who miss part or all of these tests. However, all make-up testing must be completed within one week of the original test date.

HOMEWORK

It is understood that homework is a vital part of academic growth for anyone who hopes to achieve academic excellence. Teachers will be sensitive to the amount of homework being assigned each day.

Some general guidelines concerning homework are:

- No homework will be assigned on Wednesdays; however, unfinished daily work will need to be completed.
- No major tests will be scheduled on Thursdays. Exceptions may occur when a school break is scheduled.
- We expect parents' full cooperation in seeing that the assignments are completed and turned in on time.

MAKE-UP WORK

It is the responsibility of the student to make arrangements with his/her teacher(s) regarding work that was or will be missed during an absence. In general, students will be granted two school days for each school day missed. Make-up time will not include the first day back from an absence. More time may be allowed at the discretion of the teacher depending on the nature of the assignment(s) and length of the absence. Exceptions may be granted due to the extent and/or nature of the absence or the specific class work missed. Students are encouraged to talk with their teachers. Assignments may be picked up in the office.

If you have a **planned absence**, such as a vacation, homework will be assigned before you leave and due on the day the student returns to school.

ATHLETIC/ACTIVITY POLICIES

At this time, all extracurricular activities are held at East Central High School. All eligibility requirements are set by the East Central School District.

A student who misses classes at HCS because of an athletic event or activity is responsible to collect their work before they leave. Any student who will be leaving during the school day must inform the office. In addition, the student and his/her parents are responsible to arrange all travel from HCS to the sporting event, practice, or activity.

STUDENT POLICIES

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline.

School Starts at 8:15 a.m. and ends at 3:00 p.m.

TARDY POLICY

All students are considered tardy if not in school by 8:30 a.m.

STUDENT PICKUP

When a student is picked up by someone other than his or her parent, or other person on his or her approved list, a note, e-mail, or phone call must be received by the office and/or teacher. In addition, a note, e-mail, or phone call must be received by the office and/or teacher for any appointments that the student must attend during the school day. This procedure also applies for any early release of the student by the parent.

Any high school student who drives his or herself to school must have a note, e-mail, and/or phone call from his or her parent to leave school grounds during the school day or to transport another student. No student will leave school grounds during the day without consent.

ABSENCE NOTIFICATION

When a student is absent from school, the parent or guardian must contact the school office. If a student does not have notification from home, the student will receive an unexcused absence resulting in a zero for all subjects missed that day. This notification would be appreciated by 9:00 a.m. and should include: the student's name and grade, reason for absence, and estimated time/date of return.

Assignments may be picked up in the office. A doctor's note is requested if an illness results in an absence longer than three days. Any absence results in disruption of instruction and may prevent a student from obtaining the best grades possible.

PLANNED EXTENDED ABSENCE

Parents desiring to take students out of school for planned extended absences must present a written statement at least one week prior indicating the reason for and the dates/length of the absence. Please keep in mind that any absence results in disruption of instruction and may prevent a student from obtaining the best grades possible. All homework must be turned in on the day that the student returns to school.

PERFECT ATTENDANCE AWARD

Perfect attendance awards will be issued at the end of each school year.

INTERNET USE

New technologies are changing the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Harvest Christian School offers students access to the internet. Internet usage is provided for students to conduct research and communicate with others in relation to schoolwork. **Access to network services is given to students who agree to act in a considerate and responsible manner.** However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. **Access is a privilege, not a right.** Therefore, based upon the acceptable use guidelines outlined below, the system administrators will deem what is inappropriate use, and their decisions are final. **The administration, faculty, and staff of HCS may deny, revoke, or suspend student usage due to inappropriate behavior.**

Individual users of the internet are responsible for their use of the network. Their use must be in support of education and research and must be consistent with academic expectations of HCS. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited.

Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information. Electronic mail is not guaranteed to be private. People who operate the system have access to all mail.
- Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users. Vandalism – any malicious attempt to harm or destroy data of another user – will not be tolerated.
- Any questionable action will result in the cancellation of user privileges. Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

PERSONAL ITEMS

Cell Phones/Electronic Devices – In an effort to remove distractions from our student’s educational experience, and to promote interpersonal relationships, we are going to ask that all elementary (K-6) students leave their cellphones at home or give them to their teacher for the day. All high school (7-12) students will need to check their cellphones in the office at the beginning of the school day. Students can pick them up at the end of the school day. All pertinent communication with your student can be done through the office.

It is our desire to have an uninterrupted learning environment at HCS. The same standards that apply to internet usage apply to cell phones and other electronic devices. Students are allowed to use cell phones, personal laptops, PDA’s, iPods, MP3 players, CD players, tape players, games, radios, or other electronic devices before and after school.

Students who break this policy will have their cell phone/electronic device confiscated. The student’s cell phone will only be given back at the end of the day.

Elementary students may only use cell phones/electronic devices with the specific permission of their teacher.

Other Personal Items

Students who bring items that cause disruption to the class will be asked to put the item in their desk or locker and take it home at the end of the day. The item should not return to school.

TELEPHONE USE

Students are only permitted to use the telephone in the school office or personal cell phone with authorization from school staff.

HOUSEKEEPING

Each student is expected to do his/her part in keeping the classrooms, hallways, lockers, and campus clean. Please help us keep our buildings and grounds as a Christian example to the community. All junior and senior high students are expected to participate willingly and purposefully in their assigned cleaning job at the end of each day.

LOCKERS

Lockers must be kept neat at all times. Stickers, writing, and pictures are allowed to be placed on lockers, if they can be removed completely. Students may only use the locker issued to them and may not access the locker of another student without specific permission. HCS Administration reserves the right to inspect any locker at any time that it feels is warranted. HCS is not responsible for any lost or stolen items from lockers. No personal items (books, bags, etc.) will be allowed to be left in the hallway outside of the lockers.

PSEO STUDENTS

PSEO students have the privilege of leaving campus during their PSEO hours. Please let the office know anytime you leave campus so that school staff is aware of your intentions (going to the library, leaving for the day, off to work, getting lunch, etc.). Students sign out in the school office when leaving.

DRESS CODE

The HCS Dress Code was developed to provide the best atmosphere for students to learn and to avoid peer pressure related to clothing. **Our primary objectives are neatness and modesty.** The HCS Dress Code is sufficiently flexible to encourage individual identity and a positive self-image within the borders of appropriate dress for school.

Parents, please send your children to school in clean and appropriate attire. The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If a parent or student has a question about the Dress Code, please do not hesitate to call the school office for clarification.

Modesty Defined:

Modesty is the voluntary personal responsibility to behave and dress in such a manner as to not draw attention to oneself, to not think proudly of oneself and to protect from purposeful or unintended enticement in inappropriate ways and places. The principles of 1 Corinthians 10:31 and 1 Thessalonians 5:21-22 apply.

This dress code applies for all school events including picture day, field trips, etc. Teachers will inform students when special attire is needed for these events. In the event that the dress code has been violated, staff has the right to ask for corrective action.

General appearance:

- Clean and neat. Appearance should not be a distraction to other students, including make-up, tattoos, and piercings.
- Hair should be clean, appropriately styled, and should not call undue attention to the student.
- Boys' facial hair must be neatly groomed and worn in such a way that is not conspicuous or extreme.
- Clothing should be clean and appropriate for the day's activities.
- Printed shirts should have appropriate pictures and slogans. T-shirts or sweatshirts with worldly pictures or writing are not permitted.
- No hats, caps, or other types of head gear (including bandanas) are to be worn in the buildings unless medically required and approved by the administration.
- When shorts or skirts are worn, they must be a modest length and must be longer than the middle finger when arms are held at the side. This length also applies to "stylish" rips in jeans; no exposed skin should be seen through holes above this cutoff.
- Tanks tops must have at least a 2-finger wide strap.
- No revealing or low-cut outfits (use the 1 hand rule for shirts by placing thumb on collarbone).
- If yoga pants, tights or leggings are worn, shirts should cover to mid-thigh.

STUDENT CODE OF CONDUCT

Every student should understand that attendance at Harvest Christian School is a privilege and not a right. Each student is to be held responsible for and is to be familiar with the contents of this handbook and should act accordingly. Above and beyond the rules of conduct, a student at HCS is expected to demonstrate a Christian testimony before others at all times, both on and off campus. Each year students will sign an agreement to comply with the following Code of Conduct.

The Student Code of Conduct is as follows:

1. I will avoid a negative and complaining attitude.
2. I will observe honesty at all times and will never cheat or encourage others to do so.
3. I will respect those in authority and give prompt obedience to all staff members and parent volunteers.
4. I will treat all of my fellow students with respect in both words and actions.
5. I will use language which glorifies the Lord.
6. I will not use any alcohol, drugs, or tobacco either on campus or off campus.
7. I will never borrow another person's property without permission and will return it upon request and in the same condition or in better condition than when it was borrowed.
8. I will be responsible for completing all assignments on time and to the best of my ability.
9. I will seek God's will for my life through prayer, reading of the Word of God, and attendance at a Christ-centered church.
10. I will honor God in my choices of entertainment by carefully choosing what I watch, read, and listen to, and by the activities in which I participate.
11. I will abide by the Parent, Student, and Teacher Handbook.
12. I will not abuse any privileges granted to me.

PICTURES

Individual student pictures are taken early in the fall semester. This photograph is the one that is used for the school yearbook, so all students are required to have a picture taken, but purchasing a photo package is optional. A make-up date may be scheduled.

LOST AND FOUND

Please label your supplies, jackets, lunchboxes, backpacks, and other materials. Valuables should be left at home. HCS cannot be responsible for items left on school property overnight. Please check in the office for lost items.

TEXTBOOKS AND SCHOOL-OWNED ELECTRONIC DEVICES

Textbooks and school-owned electronic devices are the property of HCS and are leased to the students yearly. Books that require students to mark up or tear out pages become the property of the student at the end of the year. School-owned electronic devices are to remain on school property and returned after use each day. Regardless of ownership, students should not abuse textbooks, devices or supplies. At the end of the year, or if a student leaves HCS, the condition of books and devices issued to them will be evaluated, and replacement cost of damaged property will be assessed. At any time

during the school year, if a student loses a textbook or device, or intentionally damages school-owned property, a notice will be sent to the parents showing the cost of the item to be replaced. Accounts will be charged at the total replacement fee of the book/device. Once payment for the textbook/device is received, a replacement will be issued.

DISCIPLINE POLICIES

Students are responsible under God to obey and show respect for teachers and Head of Schools as they should show for their parents, and they are responsible for helping to maintain the learning environment. Students are expected to behave in a way that is in accordance with the HCS Student Code of Conduct and abide by the HCS dress code.

Teachers must address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and harmonious classroom is essential to learning.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. Within the setting of a Christian school, educators are instrumental in training young people in godly attitudes and actions which glorify the Lord. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.

Discipline and learning go hand-in-hand to build character and to allow the student to develop his/her God-given potential. The type and severity of discipline shall be related to the seriousness of the offense and to the student's previous disciplinary record. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction or detention, in an effort to achieve the ultimate goal of self-discipline. Repentance will be encouraged, and forgiveness granted as prayerful and wise consideration may direct.

FIGHTING, EXCESSIVE PHYSICAL CONTACT, AND BULLYING WILL NOT BE TOLERATED BY ANY STUDENTS.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (holding hands, hugging, necking, petting, kissing, etc.) are not acceptable behaviors for school or school-related events.

CHEATING AND PLAGIARIZING

Cheating or plagiarizing will not be tolerated at any grade level. Students found cheating or plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero. Parents may be contacted by the administration. Additional consequences are at the discretion of the administration.

FORMS OF DISCIPLINE

The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. Listed are the various forms of discipline used by HCS:

- **Counsel with Students (verbal and/or written)**
- **Written Assignments**
- **Parental Contact and Conferences**
- **Detention (Grades 6-12)**
- **Suspension**
- **Expulsion (Dismissal)**

Teachers will document all perpetual behavioral problems that arise with a student, and the student may be dismissed from school if he/she fails to respond to correction. These records will assist the administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action which shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process.

The following actions, at school or outside of school, may result in dismissal:

- Causing consistent discipline problems.
- The use or possession of tobacco, drugs, alcohol, or weapons.
- Threatening violence toward students, staff, or any other person. This includes speech, writing, gestures, etc.
- Fighting, foul language, or obscene gestures.
- Alluding to or committing immoral acts.
- Theft or destruction of property.
- Violations of the HCS Student Code of Conduct.

Once a student has been expelled from HCS, all belongings will be gathered by the administration. Student's belongings will be taken to the office where they may be picked up by parents.

Expulsion is by action of the Head of School and the school board. Prior to expulsion, a meeting will be held between the Head of School, the school board, the student, and the parents to determine if any other action could be taken.

MEDICAL INFORMATION

ILLNESS

Illness (during school)

Students who become ill during the school day will be sent to the office by the teacher. Parents will be contacted by office personnel. Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions must be picked up immediately. **It is imperative that parents keep current employment and phone information updated in the office.**

Illness (returning to school)

Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions **must remain at home until such symptoms have subsided for at least 24 hours without medication.**

MEDICATION

Ideally, medication should be given at home. If your child requires medication during the school day, you must provide written/signed authorization stating dates, time(s), and amount of medication to be given. All medications brought to school must be kept in the main office. Medications, inhalers, and Epi pens (prescription or non-prescription) are not to be kept in purses, lockers, or lunch bags.

School-provided Non-prescription Medication

The school provides only limited amounts of over the-counter medications for emergency use. Tylenol permission forms are to be signed by the parent at the beginning of the year. If your child requires Tylenol at regular intervals, please bring a supply into the office with his/her name on it.

PHYSICAL EDUCATION PARTICIPATION

All students are expected to participate when enrolled in P.E. classes. When any student has a physical challenge which limits activity or prohibits a particular activity, the school requires a note indicating the reason for limitation and the period of time for which the limitation is valid. Parental requests for occasional exemption (sore throats, nausea, etc.) will be honored provided a signed note stating the reason is presented to their P.E. teacher.

IMMUNIZATIONS

Minnesota state law is very specific regarding immunizations. No student may be admitted without record of current immunizations, or a valid medical exemption or conscientious objection, on file in the school office. See the following chart for explanation of required immunizations. The Minnesota Department of Health can be reached at www.health.state.mn.us/immunize or 1(800)657-3970.

Are Your Kids Ready?

What Minnesota's Immunization Law Requires

Immunization Requirements Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (online, home school, public, or private).

Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. The table on the back shows the ages when doses are due.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ^③ For Kindergarten	Age: 7 through 11 years For 1 st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A (Hep A) ✓			
Hepatitis B (Hep B) ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ^⑦ ✓✓✓
DTaP/DT ✓✓✓✓	DTaP/DT ^④ ✓✓✓✓	✓✓✓tetanus and diphtheria containing doses ^⑥	✓Tdap & DTaP series or catch-up series
Polio ✓✓✓	Polio ^⑤ ✓✓✓✓	Polio ^⑧ ✓✓✓	Polio ^⑧ ✓✓✓
MMR ✓	MMR ✓✓	MMR ✓✓	MMR ✓✓
Hib ✓			Meningococcal (ACWY) ^⑨ ✓ & booster
Pneumococcal ^① ✓✓✓✓	It's not too late! If your child has fallen behind on their vaccinations, talk to your doctor or clinic to catch them up.		
Varicella ^② ✓	Varicella ^② ✓✓	Varicella ^② ✓✓	Varicella ^② ✓✓

Immunizations recommended but not required:

COVID-19 For all children in an eligible age group	
Influenza Annually for all children age 6 months and older	
Rotavirus For infants	Human papillomavirus At age 11-12 years

- ① Not required after 24 months.
- ② If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form confirming disease.
- ③ First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.
- ④ Fifth shot of DTaP not needed if fourth shot was after age 4. Final dose of DTaP on or after age 4.
- ⑤ Fourth shot of polio not needed if third shot was after age 4. Final dose of polio on or after age 4.
- ⑥ One dose must have been pertussis-containing (i.e., DTaP or Tdap) and one dose must have been given after the fourth birthday. If the first dose in the series was given before age 12 months, then four doses are needed.
- ⑦ An alternate two-shot schedule of hepatitis B may also be used for kids age 11 through 15 years.
- ⑧ At least one dose must have been given after the fourth birthday. If the third dose was given before the fourth birthday, a fourth dose is needed.
- ⑨ One dose of meningococcal ACWY is required beginning at 7th grade. The meningococcal ACWY booster dose is recommended at 16 years and required for 12th grade students.

Exemptions To enroll in child care, early childhood programs, and school in Minnesota, children must show they've had these immunizations or file a legal exemption.
Parents may file a medical exemption signed by a health care provider or a non-medical exemption signed by a parent/guardian and notarized.

GENERAL INFORMATION

REGULAR SCHOOL DAY

Class begins at 8:15 a.m. and ends at 3:00 p.m. Preschool half days will end just before lunch.

SCHOOL OFFICE

The school office is open during regular school days and posted hours during the summer.

SCHOOL CALENDAR

The school calendar is sent home at the beginning of the year and is available on the school website. This calendar shows all school breaks and other important dates.

DROP-OFF, PARKING & PICK-UP

Secure Entrance

In an effort to make our school secure, we have installed a secure entrance that can be opened by the front desk. If arriving to pick up children and the front door is locked, please ring the buzzer and you will be let in by the secretary. For student arrival in the morning, the front door will be open from 7:50-8:30. The doors will also be open from 2:45-3:15 to aid in students' departure.

Please enter the parking lot at the entrance nearest the school buildings, and exit at the farthest exit. Do not park next to the school buildings or block the flow of traffic. Please be aware and courteous when traveling through the parking lot.

Drop-Off Procedures (Doors will be unlocked from 7:50 – 8:30)

- Preschool students should be walked directly to their classrooms.
- K-12th grade students may be dropped off in front of the school under the portico.
- Please do not park under the portico.
- Parents may walk their students into the school.
- Students arriving after 8:30 will be considered tardy.

Pick-Up Procedures (Doors will be unlocked from 2:45-3:15)

- If picking up students outside the above times please call or ring the buzzer and the secretary will let you in.
- Preschool students should be picked up from their teacher.
- Please do not pick up students under the portico.
- Please leave room for the bus to pull up on the west side of the portico.
- All students should be picked up in front of the school.
- Parents may come into school to pick up their students.
- Please let the office know if someone other than a person on the approved list will be picking up your child.

SCHOOL CLOSINGS AND TEXT NOTIFICATIONS

Harvest Christian School uses Remind 101 for text messages for weather-related/emergency school closings. You may sign up for text message notifications from East Central through their website. We also recommend that you sign up with REMIND101 for a text message regarding HCS school closures and other important events to remember. To join our group, text @harvestchr to 320-245-8022. Please make sure the office has your cell phone number in case of emergencies.

SCHOOL PLEDGES

American Flag Pledge

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.

Christian Flag Pledge

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

Bible Pledge

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.

FRUIT BREAK AND LUNCH

All students have a mid-morning fruit break. For this break students are requested to bring fruit or other healthy food for their "fruit break". NO CANDY OR JUNK FOOD PLEASE.

It is necessary for all students to bring their own lunches.

Microwaves are available for use at lunch time.

- Elementary Packed-Lunch Guidelines
 - Please consider the ability of your child to open the containers in which you send their food and independently prepare their food.
 - Please consider the amount of time needed to heat your child's lunch in the microwave. It takes a considerable amount of time for all lunches to be heated.
- Cafeteria Rules of Conduct
 - Students are not allowed to leave without a teacher's permission.
 - Students must keep the noise level down by speaking in a normal tone.
 - Each student is responsible for cleaning up his/her area and will remain in the cafeteria until dismissed in a timely manner.
- Closed-Campus Lunch
 - HCS has a closed campus during lunch. **Students are not allowed to leave campus for lunch unless they are picked up by their parent or are enrolled in PSEO.**

CHANGE OF INFORMATION

Whenever there is a change of address, telephone number, emergency contacts, or medical/insurance policy information, please notify the school.

FORMS

Each year we ask each family to update and approve a variety of forms. These forms enable our school to run smoothly. Please be sure to turn in all forms before the end of the first week of school. Especially important is the emergency contact and medical information; please be sure the office has the most up-to-date information for your student.

SUPPLY LIST

A school supply list is available from the school office. Please be sure to label any supplies your student brings to school.

CLASS PARTIES

Teachers are responsible for planning all class parties for holidays and other special events.

EMERGENCY PROCEDURES

The HCS Emergency Plan is posted by the door in each room of the building, at a level where it can be easily read. Drills will be held throughout the school year.

Fire and Evacuation Drills

Fire drills will be conducted yearly. When a fire alarm is sounded, classes will proceed to their assigned areas quickly and in an orderly fashion. Classes will practice following their primary and secondary escape routes.

Tornado Drills/Warnings

Tornado drills and warnings are announced to the teachers. When notified, classes will proceed to their assigned areas quickly and in an orderly fashion. Students will not be allowed to run, yell, or act in such a way that would instill fear or cause panic.

Other emergency drills will be practiced as the need arises.

FIELD TRIPS

Field trips are planned by the teacher to enhance the curriculum being taught. When field trips are planned, teachers will send home information and permission slips regarding the trip with students. Please read and follow all of the teacher's instructions carefully. Each year a general permission slip will be filled out for trips in the local area. Some general guidelines for field trips are listed below:

- All school policies concerning dress, behavior, and discipline apply.
- The behavior of students during special outings should always reflect self-control and a high Christian standard.
- Transportation will be provided by the school van or in HCS approved vehicles. All students must ride to and from the field trip in school approved vehicles. HCS will charge each student a fee per field trip for transportation costs and other field trip expenses.

VISITORS

All visitors must be pre-approved by administration and/or classroom teacher and are asked to adhere to HCS dress code guidelines. All visitors should check-in at the office. Visitors are not permitted during standardized testing week or during quarterly or semester exams. Parents are welcome to visit their child's class if arrangements are made in advance. Younger siblings are not allowed in class without prior permission from the teacher.

PARENT QUESTIONS

For your convenience, HCS provides many informational resources to answer the most frequently asked questions. Please contact the office, check out our website or Facebook page, or come to the parent meetings.

Most issues can be resolved by going directly to your child(ren)'s teacher(s). If you have a question concerning your child(ren)'s grades, homework, class behavior, or activities, please contact his/her teacher first, before bringing it to the attention of the administration.

QUESTIONS? Feel free to check out our website at hcsmn.org, call us at (320)245-5330 or email harvestcs@scicable.com. We will gladly try to answer your questions.