

HARVESTER
CHRISTIAN ACADEMY™

2020-21
PARENT-STUDENT
HANDBOOK

HOME OF THE



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Harvester Christian Academy

“Training Minds to Lead and Hearts to Serve”

ORGANIZATIONAL INFORMATION

1. Introduction

It is with great joy that we take this opportunity to welcome you to our School family. We ask for your prayers and your support in this tremendous educational undertaking. We strongly believe in Proverbs 22:6, “Train up a child in the way he should go and when he is old he will not depart from it.”

Harvester Christian Academy (HCA) is dedicated to the preparation of its students for a life of maximum contribution to the cause of Christ, no matter where they serve and work.

HCA strives to keep the School and its activities Christ-focused and family-oriented. Each day on the campus our students are provided strong academic instruction, technology and other resources, as well as numerous avenues to fully shape their individual abilities through athletics and fine arts. These experiences combine to help each student grow intellectually, physically, emotionally, and spiritually. The professional, caring faculty and staff facilitate this growth through personal attention to each student. Students find that it is possible to fulfill their dreams in the classroom and beyond. When students graduate, they are equipped with much more than a diploma!

The School has set forth guidelines it believes to be essential in order to build character, motivate good work, and set high expectations and goals. It is in the spirit of cooperation and love for those who attend HCA that the following standards are expected. We believe that they are directly related to the greatest book of all, the Bible, and that they are presented as positive aids to develop every student to his/her full potential.

In the decision to enroll their children at Harvester Christian Academy, parents are affirming their agreement with the purposes, mission, and goals of HCA and agree to the conditions of this handbook.

(Hereafter for the purposes of this handbook, the words “parent” and “parents” will be used in referring to all parents and guardians.)

2. HCA History

HCA began in 1987 and initially consisted of kindergarten through 3rd grade. The School was well received by the community as a ministry of Harvester Presbyterian Church (later renamed Chapel Hill Presbyterian Church). HCA’s rapid growth made it a viable entity on its own. In 1999, the School became an independent corporation with its own governing board. Today, Harvester Christian Academy is an independent Christian institution providing quality education to local students representing the west Metro Atlanta counties of Douglas, Paulding, Carroll, Cobb, and Fulton, as well as international students from eight different countries.

HCA has celebrated several exciting landmarks in its history, such as graduating the first senior class in 1998, enrolling exchange students in 2009, and welcoming international students in 2014. The School has also celebrated many outstanding accomplishments in academics, athletics, and fine arts. Through each of these seasons and currently, HCA continues to be known for its Christ-centered education, academic rigor, small class sizes, and family-friendly community.

3. Statement of Purpose

HCA’s purpose is to operate schools at the preschool, elementary, and secondary levels. The School’s employees train students in accordance with certain basic, vital goals of education.

- Command of fundamental processes
- Development of character
- Emphasis on citizenship and health
- Commitment to family values
- Preparation for college/vocational training

All training is integrated with the knowledge that God and His Word are truth. Students are taught His authorship of all things and the principle that He reveals Himself to us through His Holy Scriptures. One of the ultimate goals of the School is to bring all students to a saving faith in Jesus Christ and to assist them toward Christian maturity. There will be no attempt to impose on anyone doctrinal differences of various denominations.

4. Mission Statement

Harvester Christian Academy exists to provide a quality education for each student in a safe, diverse, and God-centered environment. We are dedicated to the preparation of our students for a successful and meaningful life of maximum contribution to the cause of Christ, either in Christian service or in their career fields, where they are guided daily by honesty, discipline, and awareness of others. The School seeks to foster Christian excellence using the five pillars of scholarship, leadership, worship, sportsmanship, and fellowship. The HCA motto is ***“training minds to lead and hearts to serve.”***

5. Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with his/her biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

This Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

6. Statement of Policy

Harvester Christian Academy reserves the right to make changes, amendments, and corrections to the rules and policies of the School, at any time, with or without prior notice. All policies in effect are accessible through the Head of School Office.

7. Accreditation, Membership, and Partnership

Accredited schools have an extensive self-study and peer review process every five years. Currently, HCA has accredited status through December of 2021. HCA is accredited by the Association of Christian Schools International (ACSI) and Cognia (formerly AdvancEd). These organizations represent thousands of schools throughout the world. HCA also holds membership with several organizations including the Georgia Association of Private and Parochial Schools (GAPPS), ACSI, and Ministry Safe, as well as partnership with ALICE for school safety and the Chick-fil-A Leader Academy.

8. Personnel Standards and Certification

The quality of administration, faculty, and staff greatly influences the school environment. It is the intent of HCA for all of its employees to be dedicated Christians who serve the Lord through this ministry. All employees agree to the School's mission statement and statement of faith, and submit to an extensive background check before being permanently hired. All classroom teachers hold college degrees and meet qualifications as established by the School's accrediting agencies. Many employees have advanced degrees in their areas of specialization, and all are encouraged to work toward such degrees. The educational experience among the administration and faculty is over 350 total combined years.

9. Campus Description

Harvester Christian Academy is located on the south side of Douglasville, Georgia, in Douglas County. HCA has access to 45 acres of land, which currently includes about 50,000 square feet of building space. The Administrative Building holds classrooms for Grades K4-6 along with a 300-seat chapel, Main School Office, Head of School Office, and other offices. While having its own entrance, the Gymnasium is connected and serves as a home court for the Hawks basketball and volleyball teams. The High School Building includes offices, classrooms, Media Center, as well as state-of-the-art labs for chemistry, biology, computer, STEM, and visual arts. The Middle School Building currently has 7th and 8th grade student classrooms, computer lab, science lab, offices, and testing areas.

HCA's campus also includes a kindergarten and elementary playground, outdoor basketball court, large physical education field, a practice field for football and soccer, and a parking lot with 200+ car capacity. Other fields, courts, and facilities which are in close proximity to the School are also utilized.

10. Alma Mater and Colors

Since 1987, HCA has consistently provided a valuable educational experience for now over 425 graduates and hundreds of others who received a portion of their education on the campus. Graduates have been accepted at over 95 colleges and universities throughout the United States. Included in these are the flagship institutions of Georgia, Florida, Alabama, Tennessee, North Carolina, South Carolina, Mississippi, and Kentucky. The tradition of strong academics coupled with the success of the Harvester alumni allows graduates to confidently understand they have been properly prepared for the future that awaits them. Students and families demonstrate their allegiance and loyalty by enthusiastically wearing the colors of Red, Blue, and White at school events and occasions.

11. HCA Website: Priority Communication Tool

Please become acquainted with the HCA website... www.harvesteracademy.com. It's easy to use and is one of the primary sources of information for the HCA family.

- Academic & School Calendar
- Admission Information
- Announcements
- Athletic Teams, Events, & Locations
- Directory of Administration, Faculty, & Staff
- FACTS/Family Portal
- Fine Arts Events & Highlights
- Handbooks, Documents, & Forms
- HCA Highlights in Local News
- HCA International
- Links & Tools for Parents & Students
- Photos
- Tax Credit through Georgia GOAL
- Ways to Get Involved

12. Public Relations

With the signed enrollment agreement, parental permission is given to the School for the use of appropriate photos/videos of students to appear on the school website, official school social media platforms, or other websites of affiliated organizations such as the ACSI and GAPPS, as well as any school publication. Parents who do not want their children to appear in the described manner should send written notification of their preference to the Head of School within two (2) weeks of the start of school.

The HCA logos and word marks are trademarked items and are the sole property of the School. No use of any logo for the School may be used without express written consent of the School.

OPERATIONAL INFORMATION

1. Daily Schedule, K4 Half Day, and Extended Enrichment

	<u>School day begins</u>	<u>School day ends</u>
Elementary School, Grades K4-2	8:15 AM	2:45 PM
Elementary School, Grades 3-4	8:15 AM	3:00 PM
Elementary School, Grades 5-6	8:15 AM	3:15 PM
Middle/High School, Grades 7-12	8:00 AM	3:30 PM

K4 students who participate in the half-day program are to be picked up at 12:30 PM each day.

HCA operates an Extended Enrichment (EE) program for students in Grades K4-6. The EE program begins at 2:45 PM and ends at 6:00 PM each day that school is in session. Arrangements for childcare should be made in advance.

2. Arrival and Dismissal

Beginning each day, students should arrive on school property no earlier than 7:30 AM, unless involved in a school activity (i.e. Bible study, tutoring) or with special permission from the Head of School.

Both arrival and dismissal are very busy times, requiring the full attention of faculty and staff. Therefore, impromptu conferencing is not allowed. If you need to speak with your child's teacher or a staff member, please arrange an appointment by contacting the teacher directly.

Transportation is the responsibility of parents. HCA must be notified of any carpooling arrangements and/or changes in who will pick up a student. Students MAY NOT be released to anyone but the parent(s) or legal guardian(s) without prior written approval.

Please do not park across the designated crosswalks, do not block traffic, and do not allow children to walk between vehicles.

Elementary School

Arrival Procedures:

- For early arrivals, supervision in the Gymnasium begins at 7:30 AM, and there is no adult supervision or entry prior to this time. Elementary students may enter the classrooms no earlier than 7:50 AM.
- After the first week of school, parents are encouraged to bring their children to the outdoor designated points rather than walking them into the building.

Dismissal Procedures:

- Since dismissal is a very busy time, students need to be quiet and attentive to hear their names when called. Parents should arrive five minutes before dismissal time, and parents with multiple children should arrive at the carpool line using the time indicated for the OLDEST child.
- Students who are not picked up by 3:25 PM will be escorted to the Extended Enrichment area, and a charge will be assessed for the EE services.
- The optimal dismissal procedure is for parents to use the carpool line and display the student's carpool number prominently. We encourage parents to avoid parking and walking to their children during the carpool line, as this creates the potential for injury to parents, students, and teachers.
- Parents should proceed to the designated spot indicated by the teachers supervising the loading area. Parents should remain in the car while the teacher locates the student; parents needing to fasten a car seat should pull out of the carpool line to do so.
- To avoid traffic stoppage on Central Church Road, early arriving parents will be asked to circle around.
- For the safety of our students and teachers, parents should not move away from the line until the car in front has moved.

Middle/High School

- Teacher supervision begins at 7:30 AM for early arrivals; there should be no student arrival or entry prior to this time. Middle/High school students should report to first class before 7:55 AM. Any students needing to drop off sports equipment should arrive at the Gymnasium early enough to do so before reporting on time to first class.
- Students must use caution and safety when entering and exiting the buildings.

3. Parent-Teacher Communication

Communication between the School and parents is essential to insure the appropriate levels of success for each student. The following methods of communication are encouraged.

- FACTS/Family Portal – Parents can access and monitor grade reports and homework assignments.
- Electronic Mail – Each teacher is afforded access to email and typically can be reached within a day through this method of communication. A teacher’s email address is the first initial of their first name followed by their last name @harvesteracademy.com (for example, tsmith@harvesteracademy.com).
- Phone Call – This method of communication is difficult during the school day because of teaching schedules, but is available for all teachers.
- Conferences – Occasionally, it may be necessary for a teacher or parent to initiate a conference concerning a student’s academic or disciplinary progress. A parent who has a concern about a situation involving his/her child should first contact and meet with the appropriate teacher about the situation. If the issue cannot be resolved at that level, a meeting with the parent, the teacher, and a member of the administration should be arranged. By following this process, issues can be handled promptly with respect to all parties concerned.

4. FACTS/Family Portal

HCA uses a school database management system known as FACTS (formerly RenWeb) to track all student records. FACTS also gives HCA families the opportunity to track student progress from a web-based Family Portal. This tool, which includes a downloaded app, allows parents to monitor homework assignments as well as academic progress for their children. The cost of this technology is included in tuition.

5. Activities and Organizations

With the inclusive tuition program, HCA provides many opportunities in and out of the classroom experience. Extracurricular activities include the following.

Elementary School

Junior Hawks Cheer	Grades 3-6	Science Olympiad	Grades 5-6
Quiz Bowl	Grades 3-5	SLAM	Grades 5-6
Recorders	Grade 4	Theatre	Grades 5-6
Road Runners	Grades K5-5		

Middle/High School

Beta Club	Grades 9-12	Quiz Bowl, High School	Grades 9-12
Chorus	Grades 6-12	Quiz Bowl, Middle	Grades 6-8
Hawks Athletics	Grades 6-12	Student Government	Grades 9-12
Junior Beta Club	Grades 6-8	Theatre	Grades 6-12
Key Club	Grades 9-12	Yearbook Production	Grades 9-12
National Honor Society	Grades 9-12		

6. Auxiliary Organizations

HCA has approved the operation of these auxiliary organizations: Parent-Teacher Fellowship (PTF), Hawks Booster Club, and HCA Alumni Association. Parents and graduates are encouraged to participate in these organizations.

The Parent-Teacher Fellowship (PTF) focuses on supporting the operation of the School, its faculty, and its families. This organization helps fund projects related to the academic experience as well as

other programs offered at HCA. All of the activities of the PTF are coordinated through the Marketing Director.

The Hawks Booster Club is responsible to operate in cooperation with the athletic department, and the Athletic Director serves as the facilitator. The Booster Club is a vital fundraising arm of the athletic program. The success of the Booster Club is greatly dependent on the willingness of volunteers to support its activities. The members actively participate in the operation of the concession stand, revenue generating projects, and other activities for the enhancement of HCA and its athletic program.

As HCA builds on its legacy, the goal of the Alumni Association includes a continual effort to keep graduates informed of the progress and needs of the School. The association promotes and encourages support of all HCA programs.

7. Annual Events

In order to contain tuition expense, the School sponsors occasional fundraisers. The primary annual fundraisers are the SOAR Annual Fund drive, Dollars for Scholars event, and the Georgia GOAL Scholarship program. Income generated by these opportunities is deposited directly into the general fund of the School. Fundraising events are coordinated through the Marketing Director.

8. Field Trips

At various times during the school year, classes will take educational and cultural field trips. Upon enrolling their children at HCA, parents understand they are granting permission for field trips unless they provide written notification before the scheduled trip. All field trips must be approved by the appropriate administrator. All day field trips are included in tuition. Overnight trips are charged separately to participants.

9. School Transportation

School vehicles are used to transport students on field trips and academic/athletic events. When school transportation is provided to travel to a school event, students are expected to ride to and return from the event on the school-provided vehicle. If an exception is made, the faculty/staff member or coach must have signed permission from the student's parent in order to approve other arrangements. The faculty/staff member or coach reserves the right to require the student to travel on the school-provided vehicle to and from a school-sponsored event.

10. Lunchroom Operation

Lunch is served daily to those who choose to use this service. The lunchroom program operates with an automated accounting system. Each HCA family has a prepaid lunch account through FACTS/Family Portal. Money is to be deposited into this account in advance. Each time lunch is ordered, the payment is taken from the prepaid account. If the prepaid account falls below \$5.00 and lunch is ordered, an email is sent noting that funds need to be added. Deposits may be made in weekly or monthly amounts (i.e., \$20, \$50, \$100). If you choose to send cash, check, or money order to Harvester Christian Academy, please make notation of lunchroom for proper allocation.

11. Student Health and Safety

A sick or injured student should report to a teacher immediately. The teacher will assess the situation and take appropriate action, which may include referral to the appropriate school offices for further assessment and notification to a parent. Students who have a fever must be picked up or permitted by parents to drive home. Students must be free from fever without medication for 24 hours before returning to school.

Through FACTS/Family Portal, the School must have on record parental permission and instructions regarding a student's need to take any medication. Students may not self-administer any medications at school. Medication in the original container must be clearly labeled with the student's name as well as time and dosage information. Students are responsible to come to the appropriate school office to receive their medications. Office staff will maintain a medication log.

Each year, in FACTS/Family Portal, parents must provide notification of any student health issues. Extended time without active participation in physical education classes requires a written note from a physician.

In the case of an emergency, parents consent to necessary treatment for their children by a physician at a medical facility.

Contagious Disease Prevention

During all stages of a contagious disease outbreak, it will be essential to monitor and document the number of students and employees who are absent with influenza-like illness. According to the Centers for Disease Control and Prevention (CDC), symptoms of a contagious disease usually start suddenly and may include any of the following.

- Fever
- Sore Throat
- Headache
- Tiredness (can be extreme)
- Cough
- Runny or Stuffy Nose
- Body Aches
- Diarrhea
- Vomiting

If a student is experiencing any of these symptoms, he/she should remain at home until symptom-free without medication for 24 hours before returning to school.

It is **required** that parents notify the School if their child is diagnosed by a physician as having a contagious disease.

12. Property Inspection

HCA reserves the right to inspect lockers, automobiles driven onto school property, clothing, book bags, etc. at any time. Periodic inspections may be made. Attendance at HCA by a student constitutes consent by both the parents and the student for such an inspection.

13. Fire and Tornado Drills, Inclement Weather or Emergency Closing

Fire, tornado, and other emergency drills are conducted throughout the year in accordance with city, county, and state regulations.

Fire Drills: The signal for a fire drill will be by intercom or other means of communication. Evacuation procedures and routes to designated safe areas are posted in each classroom. Fire drills are important in teaching students how to react when faced with an emergency. Upon notification of a fire drill or an actual fire, teachers will supervise students through the outside doorways to pre-arranged safe areas. Windows and doors must be closed and lights turned off. Notification to return to the classrooms will be given, and teachers are to follow their same routes back into the classrooms.

Tornado Drills: The signal for a tornado will be by intercom or other means of communication. The Main School Office monitors weather advisories during severe storms and will initiate relocating students and staff to the safest possible locations during tornado warnings. Tornado drills will be held at regular intervals throughout the school year to practice orderly and safe passage to inside walls and areas away from high ceilings as well as glass windows and doors. Upon notification of a tornado warning, teachers will guide students to pre-arranged locations and take proper precautions.

Inclement Weather or Emergency Closing: In cases of severe storm conditions, it may be necessary to open school late or dismiss early. In these situations, communication will be sent to parents, as well as a notification to local media. Information will also be posted on the home page of the HCA website, www.harvesteracademy.com, and the School's social media platforms. It is understood that parents must exercise discretion, depending on conditions in their specific areas. Students who do not drive will be supervised until transportation arrives.

Additionally, an Emergency and Exposure Control Plan is reviewed with faculty members. Safety drills will be conducted in conjunction with local law enforcement to maximize campus safety.

14. Visitors

In an ongoing attempt to practice student safety and to limit interruptions during instruction, all visitors should report to the Main School Office upon arrival. By requesting that guests and parents follow this procedure, we are seeking to keep the HCA campus as safe and secure as possible.

15. Automobiles on Campus

Student drivers are permitted to operate their vehicles on campus as a matter of privilege, not of right. In the event that this privilege is not respected, driving privileges may be restricted or revoked.

- Student drivers must register their vehicles in the High School Office. Each will be assigned a student parking space. The student should only park in his/her assigned space.
- Students should exit vehicles upon arrival and may not go to the parking area during the school day unless permission is given by school personnel.
- Radios and stereos in vehicles are to be used respectfully. A general rule is that a radio or stereo should not be audible more than ten (10) feet from the vehicle.
- The speed limit on campus is simply this: SAFE!! Always be aware of the possibility of young students darting out from between parked cars.
- Absolutely no reckless driving will be tolerated on campus.
- Items that are illegal or prohibited for students to possess at school are also not allowed in a student's vehicle.
- The driver/owner of any vehicle will be responsible for its use while on campus and, subsequently, for a violation of the above rules and regulations by persons other than himself/herself if the offense is committed with, or in, his/her vehicle.

16. Accidents on Campus

HCA has insurance that provides secondary coverage for school-time and after-school accident claims. When an accident or injury occurs that requires medical treatment, parents should contact the supervising teacher or coach for help in completing and submitting a claim form to the insurance company within ninety (90) days of the accident to ensure payment of eligible expenses.

17. Bicycles, Skateboards, and Off-Road Vehicles

Students may ride bicycles to and from school. Bicycles are subject to the same regulations on campus as student automobiles. Helmets are required. The School cannot take responsibility for damage or loss of a bicycle or helmet while on campus. Scooters, skateboards, tricycles, and other such non-motorized vehicles may be brought on campus only with permission by the Head of School.

18. Campus Phones

Phones in the school offices will be used for emergencies only (sickness, etc.). Parents who must reach their children during school hours should do so by contacting the Main School Office.

19. Cell Phones

If appropriately used, cell phones can be a valuable resource to education. During school hours, administrators and teachers will direct cell phone use. Cell phones are permitted outside the buildings before 8:00 AM and after 3:30 PM. Faculty/administration will collect cell phones that are visible during school hours, unless a privilege of use has been directed. These will be returned at the end of the school day. Any device in the possession of a student during testing may result in a grade of "0" on the evaluation. Use of an electronic device to share information is a violation of the HCA Honor Code and will result in a \$20 fine.

20. Printers/Copy Machines

The School's printers/copy machines located in respective buildings are to be operated by school personnel only. Students may not operate printers/copy machines unless supervised by a teacher or office personnel. A fee will be charged for student copies. The fee will be determined by the nature of the copies.

21. Media Center

To enhance academic endeavors, students have access to a variety of media resources, literary activities, and research opportunities, including a computer lab where monitored online resources are available. All books, excluding reference materials, may be checked out and retained one week, renewable twice. Reimbursement for damaged or lost books will be charged according to current replacement prices.

22. Gymnasium Policies

The Athletic Director is responsible for the maintenance and operation of the Gymnasium and must approve all activities taking place in the Gymnasium. Any group using the Gymnasium for an activity must return the equipment to the specifications required following the activity. No unsupervised activities may be conducted in the Gymnasium, including free play before and after school. All equipment in the Gymnasium must remain there unless checked out through the physical education department. During athletic events in the Gymnasium, no one is allowed to play in or under the bleachers or on any other physical education equipment. To avoid injury, parents are asked to keep their children seated in the bleachers during athletic events.

23. Lost and Found

While the School cannot be responsible for items left on campus, there is a Lost and Found area in the Gymnasium. To help the School find owners of lost items, all possessions should be labeled. Articles found on campus should be taken to the athletic department. Articles not claimed within a reasonable amount of time will be given to local charities.

ADMISSION, ENROLLMENT, AND WITHDRAWAL

1. Nondiscriminatory Policy

Harvester Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, financial aid programs, athletic programs, and other school-administered activities.

2. Admission Process

The following steps are required to complete the admission process for all new students, including siblings of those currently enrolled.

- A. Contact the Admission Office to receive information for student enrollment.
- B. Create a FACTS/Family Portal account and submit a completed application with appropriate fee.
- C. Submit a transcript that reflects acceptable academic performance, conduct records, and other requested information.
- D. Complete an admission or readiness test for placement, if applicable.
- E. Complete a scheduled parent/student interview.
- F. Confirm that space is available in the appropriate grade.
- G. Receive acceptance letter from the Admission Office.
- H. Sign enrollment agreement and submit registration form and fee.

Parents affirm by completing the online enrollment process for HCA that these actions constitute a legal signature, confirming, acknowledging and agreeing to the Enrollment Agreement as follows.

- A. Parents understand that providing false, misleading, or incomplete information on the admission application or any document submitted to HCA is sufficient grounds for dismissal from the School.
- B. Parents delegate authority for the education of their children to the administration, faculty, and staff at HCA. Parents understand that Christian education may require the correction of their children in both behavior and attitude in an effort to foster Christ-like behavior, and agree to support HCA in the discipline of their children. Parents agree to attempt to resolve differences by following the biblical pattern of Matthew 18:15-17.
- C. If for any reason a child does not meet the academic requirements or cooperate with the disciplinary standards in accordance with the procedures as contained in and not limited to the Parent-Student Handbook, parents will cooperate with the administration as it handles these situations. In an effort to foster a spirit of cooperation and unity, parents will avoid discussion with those not involved. HCA reserves the right to use appropriate discipline measures for any student who does not meet school standards.
- D. Desiring the child's total education program to be effective, parents maintain a moral environment at home that is compatible with that of the School.

The administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

A student must be four (4) years old on or before September 1 of the current year in order to enroll in the four-year-old Pre-Kindergarten (K4) program. A student must be five (5) years old on or before September 1 of the current year in order to enroll in the five-year-old Kindergarten (K5) program. Exceptions may be made only by the Head of School, based on evaluation of the Kindergarten readiness assessment.

For each subsequent school year, parents confirm, acknowledge, and agree to automatic CONTINUOUS ENROLLMENT until each child's graduation. The non-refundable reenrollment fee will automatically be charged annually on January 31. If written notice of intent not to return is received by the Head of School by midnight January 30, the fee will not be charged.

3. Student Placement

The administration, in conjunction with teacher recommendations, will determine the placement of students in specific classes based on several criteria. Parental requests for placement of a child with particular teachers or classmates are not considered.

4. Financial Information

HCA's primary source of revenue is derived from tuition payments. Payments can be received in the Business Office by check, cash, and money order. Online payments are made through FACTS/Family Portal (includes HCA's tuition management tool) by ACH (checking account) or credit card (VISA, MasterCard, Discover, AMEX).

There are multiple payment plans from which to choose including annual, 12 months, and 11 months. Depending on the plan, payments are due the 1st or/and 15th of the month. A late charge of 5% of the outstanding balance per month will be assessed if the payment is not made by the 10th day after the due date. Families are encouraged to communicate with the Business Manager when their accounts are delinquent. If an account becomes 60 days delinquent, the family will be contacted and the delinquency must be corrected within 10 days or satisfactory arrangements made with the Head of School.

Delinquency in payment can also affect a student's ability to receive transcripts, report cards, or other additional records. Additionally, only middle/high school students whose accounts are paid in full will be permitted to take semester exams or during the second semester to exempt. This includes tuition, lunchroom charges, fees/fines, unreturned athletic equipment, and any other financial obligations. Delinquency in payment could also affect a student's eligibility to participate in extra-curricular activities.

Approximately 80% of the cost of operating HCA consists of salaries and benefits. The tuition and fees are appropriately set according to the operating costs of each section of the School.

- The Board of Directors examines HCA revenue and expenses throughout the year. After all research is completed, the Board votes to operate under the published tuition rate.
- HCA represents one of the best and most affordable educational opportunities in the area, maintaining financial efficiency while keeping academic standards high.
- Annually, HCA provides a comprehensive list of all items included in tuition. This allows the School to be able to budget more accurately, and it also encourages student involvement.

5. Financial Aid Program

In a continuing effort to make HCA affordable to area families that desire a Christian education for their children, Harvester has a financial aid program that includes the Georgia GOAL (Greater Opportunities for Access to Learning) Scholarship fund, Pastor's Partnership, and Tuition Assistance. Financial aid offers the opportunity for a partial reduction in tuition expenses for qualifying students based on family need, class space available, and the existence of funds. It is not based on any academic, athletic, or fine arts abilities. Applying for the program does not guarantee financial aid to a family, and qualification is evaluated each academic year. Please be assured that HCA will respect the confidentiality of a family's financial information. For more information on this program, please contact the Admission Office.

6. Withdrawal Process

In order to withdraw a student from HCA, a parent must complete the Record of Withdrawal Form. This form is available at the Main School Office. A 24-hour notice must be given in order to receive student records at the time of withdrawal. Records such as report cards and transcripts will not be released for students whose accounts are unsettled, including assessments for damage to school property (i.e. breakage of windows, abuse or loss of books, etc.), and parents agree to promptly pay any such assessment.

ACADEMICS

1. The HCA Honor Code

Personal honor and integrity are among the most valuable qualities an individual can possess. The purpose of the HCA Honor Code is to establish an environment where Christian values are encouraged and where mutual trust and integrity prosper among administrators, teachers, and students. Harvester students are required to abide by the HCA Honor Code and conduct themselves honorably.

The HCA Honor Code: "I pledge to conduct myself with honor and integrity in all that I undertake. I acknowledge that this code is in effect on the Harvester Christian Academy campus and at all school-sponsored events, whether on or off campus." Violations of the HCA Honor Code include the following.

Cheating

- The giving or receiving of unauthorized help on any assignment, including tests, exams, papers, class work, make-up work, homework, or any other specific assignment
- The providing of information about a test/quiz/exam to students who have not yet taken it
- Plagiarism, the unauthorized presentation of another's words or ideas, either written or in electronic format, as your own without proper permission and documentation of credit

Stealing and Vandalism

- The taking or borrowing of another's possessions without clearly being given permission, including money, books, clothing, backpacks, food, and other personal items
- The willful destruction or defacement of property belonging to the School, administration, faculty, staff, or another student

Lying

- Intentionally misrepresenting facts to any member of the faculty, staff, administration, or student body
- The forging of anyone's name to anything, including report cards, notes to teachers, permission slips, or anything falsely bearing another's name

In the case of a first offense, a student who is found to be cheating will receive a grade of "0" on the material and serve a detention. A student cheating a second time will receive a grade of "0" on the material and be suspended. If there is a third occurrence during the student's middle or high school years, the student will be expelled.

Stealing is unacceptable at Harvester Christian Academy. A student guilty of stealing will face severe discipline, including possible expulsion.

In the event of suspension for violating the Honor Code, a form will be held in the discipline record of the student. This form is signed by the student, parent, teacher, and Head of School.

2. Curriculum

K4

Art	Library (Media Center)	Phonics	Science
Bible	Mathematics/Numbers	Physical Education	Social Studies
Handwriting	Music	Reading Readiness	STEM Activities

K5

Art	Library (Media Center)	Phonics	Science
Bible	Mathematics	Physical Education	Social Studies
Language Arts	Music	Reading	STEM Activities

Grades 1-3

Art	Mathematics	Reading	Spelling
Bible	Music	Science	STEM Activities
Language Arts	Phonics	Social Studies	Writing
Library (Media Center)	Physical Education	Spanish (3)	

Grades 4-6

Art	Mathematics	Reading	Spanish
Bible	Music (Recorders-4)	Science	Spelling
English	Physical Education	Social Studies	STEM Activities
Library (Media Center)			

Grade 7

Art/Theatre	English	Life Science	Pre-AP/Study Skills
Bible	Journalism	Music	STEM
Computer	Library Science	Pre-Algebra	World History

Grade 8

Algebra I	Computer	Music	STEM
Art/Theatre	English	Physical Education	U.S. History
Bible	Library Science	Spanish I	

Grade 9

Bible	Health	Spanish II	
English Literature and Composition	Physical Education	World History	
Geometry	Physical Science	World History (AP)*	

Grade 10

Algebra II	Biology	U.S. History	
American Literature	STEM	U.S. History (AP)*	
Bible			

Grade 11

Bible	Chemistry	Government	
British Literature	Economics	Trigonometry	

Grade 12

Anatomy & Physiology	Economics	Statistics	
Bible	Forensics	Trigonometry	
Calculus	Government	World Literature & Composition	

*Advanced placement courses are available to students in Grades 9-10 who meet the eligibility requirements.

Elective Options, Including Fine and Performing Arts

Animal Science	Dual Enrollment*	Praise Band	Team Sports
Art/Theatre	Finance	Spanish I, II	Tools for College Success
Chorus	Graphic Design	Speech	Visual Arts
Computer	Journalism	Sports Management	Work-based Learning
Conditioning	Music Appreciation	STEM	Yearbook Production
Drawing	Physical Education		

*Dual enrollment is available to students in Grades 11-12 who meet the eligibility requirements, through our partnership with Georgia Highlands College or the University of West Georgia.

All students must be enrolled in at least seven (7) classes each semester. A student is allowed to take courses above his/her grade level or out of sequence only with the consent of the Academic Advisor and the Head of School, and only if that student has fulfilled the necessary prerequisite to do so.

Bible will be taught daily in Grades K4-12 and is considered a major academic subject. Every student is encouraged to have a copy of the Bible (Old and New Testament) each day.

3. Grading Policies

K4-K5

Parents of students in K4 and K5 receive quarterly reports. Conferences may be scheduled as needed.

Grades 1-12

HCA uses FACTS/Family Portal for recording all student grades at the elementary, middle, and high school levels. Parents are asked to monitor their children's grades regularly.

Report cards are posted on FACTS/Family Portal after every quarter. Conferences may be scheduled as needed.

All numerical grades 65 or above are considered satisfactory, and for students in Grades 9-12, course credit is earned. No exam scores are to exceed 100.

Grading Scale

Letter Grade	Numerical Grade	College Prep Scale	Advanced Placement/Dual Enrollment Weighted Scale	
			HCA	HOPE
A	90-100	4.0	5.0	4.0
B	80-89	3.0	4.0	3.5
C	70-79	2.0	3.0	2.5
D	65-69	1.0	2.0	1.5
F	Below 65	0.0	0.0	0.0

4. Promotion/Retention

Grades K4-6

In Grades K4-6, the teacher carefully evaluates all aspects of the student's performance. Maturity level is also taken into account. If retention is being considered, parents will be informed and will be asked to meet with the teacher and the Head of School.

Grades 7-8

Students in Grades 7-8 earn promotion by passing five (5) subjects each semester, two of which must be English and mathematics.

Grades 9-12

In Grades 9-12, the number of credits each student accumulates determines his/her classification. Students are classified according to the numbers listed below.

Sophomore	6
Junior	12
Senior	18

To qualify as a member of a given class, a student who does not satisfy the above requirements at the beginning of a school year must be able, during that year, to take sufficient credits to attain the next grade level.

5. Graduation Requirements

Students graduating from Harvester Christian Academy must meet the minimum high school graduation requirements. Each student is required to complete 24 Carnegie units during their 9th-12th Grade years. No student will graduate from Harvester Christian Academy unless he/she has been enrolled for at least one year and successfully completed the requirements. Exceptions may be granted only by approval of the Head of School.

Required Units to Receive a College Preparatory Diploma

<u>Subject</u>	<u>Carnegie Units</u>
Bible	4
English	4
Social Studies (World History, U.S. History, Government, Economics).....	3
Mathematics (Algebra I & II, Geometry, Trigonometry).....	4
Science (Physical Science, Biology, Chemistry, Anatomy & Physiology, Forensics)	4
Foreign Language	2
Health/Physical Education	1
Electives	2
TOTAL.....	24

6. Valedictorian, Salutatorian, and Honor Graduates

Calculation of grades for Valedictorian, Salutatorian, and Honor Graduates will be made at the conclusion of the school day that falls three (3) weeks prior to the date of graduation. At such time, the student's second semester grades will be averaged as full semester grades.

The honors of Valedictorian and Salutatorian will be awarded annually to the graduating seniors who have, respectively, the highest and second-highest cumulative GPA in Grades 9-12 and who meet all of the following criteria.

- The student must be enrolled at HCA for two (2) consecutive years in Grades 11-12 without receiving modifications in the required HCA curriculum.
- The student must have completed the most rigorous courses of study offered in English, math, science, and history at HCA.
- The student must have completed at least two (2) dual enrollment courses of study.

HCA recognizes Honor Graduates as Summa Cum Laude, Magna Cum Laude, and Cum Laude. These graduating seniors meet the following criteria.

- Enrolled as a full-time student for both semesters of Grade 12 at HCA
- Summa Cum Laude (Highest Distinction): GPA of 3.9 and higher
- Magna Cum Laude (Great Distinction): GPA of 3.7-3.89
- Cum Laude (Distinction): GPA of 3.5-3.69

7. Honor Roll and Head of School's Certificate Criteria

The Honor Roll and Head of School's List certificates are presented each semester.

Grades 4-6

The Honor Roll shall consist of students achieving 80 or above in each subject.

The Head of School's List shall consist of students achieving 90 or above in each subject.

Grades 7-12

The Honor Roll shall consist of students achieving an overall average of 85 in all subjects, provided no single subject average is below 80.

The Head of School's List shall consist of students achieving an overall average of 90 in all subjects, provided no single subject average is below 85.

8. Change of Course

High school students are given the opportunity to make schedule choices. Each student must take certain core curriculum courses and may choose from several elective courses to complete a schedule.

Students are given one week following the first day of each semester to request adjustments to their schedules, provided they have secured approval from the Academic Advisor. The student's academic welfare will be considered prior to any change. After the second week of each semester, no changes will be made, unless the Academic Advisor recommends such a change and the Head of School authorizes the change.

9. Semester Exams and Exemptions

Exams will be administered at the end of each semester. All students in Grades 7-12 must take the first semester exams. The exams count for 15% of the semester average. No exemptions will be allowed for courses that are taken during only one semester.

Students may exempt the second semester exam in each course based on the following criteria.

- The first semester exam grade must be an “A.”
- The first semester numerical grade and the second semester average determined at the time of the final class day must be 90 or above.
- The student must have accumulated no more than four (4) absences for any reason in the respective class during the second semester.
- The student will be expected to participate in any classroom discussions and reviews in preparation for final exams.

10. Homework

Completing homework successfully results in higher grades. Time and amount of homework increases with each grade level. The amount of time completing homework differs with each student. *Homework should be a part of a student's daily routine.*

Homework should:

- Reinforce the present day's lesson.
- Reinforce and develop study habits.
- Organize and incorporate available materials.
- Prepare for the next day's lesson.
- Develop a sense of responsibility.
- Develop independent learning.

Responsibilities:

- Homework is the responsibility of the student.
- While homework is generally posted on FACTS/Family Portal, students should personally record all assignments.
- Students should take all required homework materials home.
- **Completed homework must be returned to school when due. Generally, homework will not be received after the due date. Late homework will receive a grade of “0.”**
- Students should plan a time and place for homework.

11. Academic Requirements for Extracurricular Participation

All elementary students of the appropriate age are eligible for after-school activities offered by HCA. Participation does not require specific academic standards at this level; however, parents are encouraged to carefully assess the number and kinds of activities their children can effectively manage to avoid interfering with academic responsibilities.

HCA's eligibility policy is based on promoting academic excellence among all students, especially those participating in extracurricular activities. The eligibility policy is not punitive in spirit, but rather is intended to instill awareness of the importance of maintaining academic standards and to allow those students having academic difficulty more time for studies.

Middle School Academic Requirements

Students in Grades 7-8 must pass five (5) subjects the first semester to be eligible for participation in extracurricular activities during the second semester. A student repeating Grade 7 or 8 will be ineligible, regardless of the reason for repeating.

High School Academic Requirements

Refer to **ATHLETICS/FINE ARTS/EXTRACURRICULAR PROGRAMS for detailed information about athletic participation and eligibility.** Harvester Christian Academy expects athletes and participants in other extra-curricular activities to be present for the entire school day in order to participate in practices/rehearsals, games, or activities. As a minimum requirement, **four (4) class periods must be attended in order for the student to be counted present for the day and to participate in extracurricular practices/rehearsals, games, or activities.**

12. Guidance and Counseling

The Academic Advisor, in conjunction with additional personnel, offers the following services.

- Provides academic counseling
- Coordinates with administration the character education and advisory programs
- Assists with college advising
- Offers opportunities for students and parents by providing information about college planning and financial aid
- Sends student information to appropriate institutions upon request

13. Testing Program

Testing provides benchmark data for individual students as well as for school programs, and will be used in assessing student progress and program effectiveness. Throughout each academic year, various standardized test opportunities are provided through the School. K4 and K5 students do not participate in the national testing program. A nationally normed standardized test will be administered each year to Grades 1-8. In October, the Preliminary Scholastic Aptitude Test (PSAT) is administered to Grades 8-11. Students in Grades 10-12 are encouraged throughout the year to take the American College Test (ACT) or Scholastic Aptitude Test (SAT). HCA has offered the SAT as a school day option with plans to also offer the ACT on the HCA campus beginning in the 2020-21 school year. Additionally, both tests are offered multiple times throughout the year at various testing sites in the west Metro area of Atlanta.

14. Technology Acceptable Use Policy (Grades K4-12)

Technology is to be used on the HCA campus primarily for educational purposes. It is a privilege, not a right, to use the School's technology resources.

Honesty:

- Respect copyright laws; do not plagiarize.
- Obey all local, state, and federal laws.

Applications:

- Network must not be used for financial gain.
- Do not purchase or subscribe to any service for which a fee is charged.
- Unauthorized software is not to be downloaded or installed.
- Do not engage in network use or applications that interfere with the use of the network by others.
- Do not engage in activities that consume a large portion of bandwidth for an extended period of time.
- Specifically, do not share peer-to-peer file applications.
- Do not use the network to play games, instant message, chat, or read/post to online social networks.
- Do not load any online/gaming software.

Respect:

- Respect and protect the personal information of teachers, classmates, family, and self.
- Read all emails sent by teachers and do not access an email account or the Internet during class without teacher permission.
- At all times use appropriate language.
- Do not post or provide any identifying information about self or other people through the Internet.
- Avoid any sites that are profane, obscene, or otherwise inappropriate.
- Do not send or forward spam or chain emails.

Passwords and Privacy:

- Keep password/privacy information secure; do not give out passwords to anyone else and never use anyone else's username and password.
- Do not access anyone else's account, harm or destroy their files, or make any changes to their settings.

- Never attempt to gain unauthorized access to any area of the network.
- Keep mailbox clean.
- Nothing is totally private. Harvester Christian Academy and respective parents have the right to access files and folders at any time.

Student Responsibilities:

- If a computer is not working properly or needs repair, software installation/update, or password retrieval, please notify the respective teacher or administrator.
- Understand that computer problems are not an excuse for incomplete assignments/homework unless appropriate effort has been made to resolve the issues.

Honor:

- Students agree and understand that HCA's Honor Code applies to the use of technology on campus. Students enrolled at HCA agree to honor this policy and follow all HCA rules for the use of technology.
- Students understand and agree that they will face appropriate consequences if they violate the rules for technology usage.

15. Student Records

Health Records

In order for HCA to comply with state health regulations, each student must have on file with the School a valid certificate of immunization from the County Health Department.

Permanent Records

HCA will maintain all permanent records of students in Grades K5-12 as well as all graduates.

All information relating to courses and grades are summarized on the permanent record card from which transcripts are made. Copies of official correspondence and actions are also filed with the permanent record card. Any records placed in these files may be inspected by the parents of the student, or by the student if 18 years of age or older. Faculty and staff who have legitimate need to access records may do so. Student records are private, and their privacy will be maintained and protected. With a 24-hour notice, a sealed copy of the official transcript may be provided to a parent. Official transcripts will be sent to other institutions if requested in writing by parent or student.

HCA is required to provide specific information, including test scores and other academic information, to educational associations in which the School holds membership.

16. Senior Privileges

With administrative expectations of personal and group responsibility, seniors will be given the opportunity to earn privileges during the school year. Seniors will meet with the administration at the beginning of each school year to recommend and request various senior privileges. These privileges will begin after the first progress report.

Seniors will be expected at each grading period to maintain numerical grades of 80 and above, and exhibit exemplary behavior while off campus. Seniors earning grades below 80 at any grading period or displaying irresponsible behavior will lose senior privileges for individuals or the entire group. A senior will lose privileges if given a detention for excessive tardiness.

17. Summer Reading Program

The importance of reading substantive literature cannot be overemphasized. Studies have established that there is a definite correlation between the amount of reading a student does and the level of writing skill, including sentence structure, breadth of vocabulary, and coherent development of ideas. Summer reading will not only contribute to cultural literacy, but also will also entertain and provoke thought while maintaining and improving reading skills over the summer. Summer reading lists will be provided to each student annually.

18. Summer School (Credit Recovery)

HCA offers a credit recovery program for students who have failed a core course required for graduation, provided the student meets the minimum score of 55 for the course in question. The program is a self-paced, online digital program of study with a qualified teacher provided for additional support to assist students. Students will begin their course work with a pre-test for the units of study to accurately identify which standards need to be targeted for mastery. Students may only be enrolled in one credit recovery course at a time. Students who successfully complete their course work will receive credit and earn a grade for the course. Students will be required to pass and complete the credit recovery course work by the final day of their session or a failing grade will be assigned. Students must complete a minimum of thirty (30) seat hours in a credit recovery class, but will have the option of using up to thirty-five (35) hours of seat time over seven (7) days. For the purposes of athletic eligibility, only two (2) courses per year may be applied.

The Head of School must approve all other alternative credit-earning options.

ATTENDANCE

1. Statement of Expectation

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Harvester Christian Academy is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. These practices will not be acceptable. Every effort should be made by parents to have their children in regular attendance at the appointed times.

2. Absenteeism

Due to Compulsory Attendance laws, students who are absent or tardy excessively may be considered truant. Absences are not considered excused or unexcused.

Each semester, students in Grades 9-12 who accumulate more than nine (9) absences in any class period will not receive credit for the course. Students in Grades 7-8 who accumulate more than nine (9) absences in any class may not be promoted to the next grade level. Students in Grades K4-6 who accumulate more than eighteen (18) absences in a school year will not be promoted to the next grade level. School-sponsored events are exceptions to this policy and will not be included in the total. Extenuating circumstances will be handled on an individual basis. If parents believe such circumstances have occurred, they should send written documentation to the Head of School supporting their child's situation. This information will be considered to determine if course credit or promotion is attained.

Students in Grades K4-6 must be in school from 8:00 AM to 12:00 PM, or from 11:00 AM until the end of the school day, to be considered present for the day. Middle school and high school students must be in class for at least thirty (30) minutes in order to be considered present for that class. If a student is absent, homework assignments are attained via FACTS/Family Portal or through email communication with the teacher and will be available in the respective building office at 4:00 PM on that school day. A student who is absent without parent permission is considered to be 'skipping school or class' and will be suspended from school, resulting in a grade of '0' for all work missed that day. **Middle and high school students must be in school for at least four (4) class periods in order to participate in school practices or events (athletic, fine arts, etc.).**

Key points concerning absenteeism:

- Excessive absence is considered truancy and may result in suspension or truancy proceedings from the School or local authorities.
- Absences are not considered excused or unexcused. The importance of attending school, maintaining the pace of the classroom work, and valuing the HCA education should motivate all students to be at school.
- Parents are encouraged to help their children avoid absences, particularly during the last two (2) weeks of each semester due to reviews and exams.
- Two (2) college visitation days each for juniors and seniors are considered school-related events; however, the student is required to bring a signed document from the college's Admission Office verifying the official campus visit.
- A suspended student will be given a grade of "0" on all missed work (daily grades, quizzes, homework, etc.) excluding tests. Tests are required to be taken upon return to school.

3. Make-up Work

A student who is absent is responsible for any announced or regularly scheduled tests, quizzes (announced and unannounced), reports, assignments, etc., on the day of his/her return to school. A grade of "0" will be given for all work that is not completed within two (2) days for each day missed. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. **Parents and students should not interrupt a class session to obtain assignment information from a teacher.** Students missing classes for a school event (athletic/academic competitions, etc.) or for a planned (pre-arranged) absence (doctor's appointment, church trip, etc.) will be required to make up their work on the next day of class. Extenuating circumstances will be handled on an individual basis.

4. Tardiness

Promptness shows respect and is an indicator of good character. Students should report to their first class five (5) minutes before the scheduled start time. Classes will start promptly, and students should be ready to begin at that time. All students arriving after the start of class should check in at the respective office for a note of permission to enter class.

The following policy will be administered for students in Grades 7-12 who are tardy to any class during each quarter.

Occurrences and Actions Taken:

1st-4th.....warning	7th 1-hour afternoon work detail
5th..... detention	8th 1-day in-school suspension
6th..... detention	9th administrative conference with parents

For Grades K4-6, nine (9) occurrences of tardiness in any single quarter will count as one (1) absence.

5. Check-outs, Check-ins, and Team Dismissals (Grades K4-12)

On any day a student needs to leave the campus early for a scheduled medical appointment or any other absence request, the student's parent must bring or send a note to the respective school office as early as possible. Upon arrival to check out a student, the parent can go directly to the respective office (or in the case of high school students, contact the high school administrative assistant) so the student can be dismissed from class. Upon returning to school, the student will report to the respective office for check-in before going to class.

Team dismissals will occur in conjunction with approval by the coach, Athletic Director, and Head of School. Faculty will be apprised of all team rosters and scheduled dismissal times.

Other than senior privilege lunches, no off-campus lunch dismissal is allowed.

CHARACTER AND CONDUCT

1. Policies

Character and cooperation are necessary for the welfare of the student as well as the entire operation of the School. It is impossible for learning to take place in the classroom unless control and good order are maintained. Therefore, each teacher is given the responsibility of enforcing classroom regulations in a manner that supports HCA's mission and philosophy.

A. Expectations of Students and Parents

Harvester Christian Academy has a commitment to its school families to maintain high standards and requirements for all students. Because attendance at HCA is an opportunity and not a right, any student who chooses not to follow the standards and regulations of the School may forfeit this opportunity.

Therefore, Harvester Christian Academy reserves the right to suspend or expel any student if the attitude or actions of the student and/or parent do not conform to the spirit and standards of the School. The administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

B. General Corrective Policies

The teachers and administrators of Harvester Christian Academy will use a variety of corrective methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis. Moreover, the student has the responsibility of facing the consequences of his/her actions. A student will always be given the opportunity to explain his/her view of the problem. Any student who chooses to consistently disrespect the classroom environment and procedures will be asked to withdraw from the School.

Corrective procedures used at HCA include, but are not necessarily limited to, counseling, warnings, detention, probation, suspensions, and expulsion. It may be necessary to use a combination of these in a given situation.

Any student that is expelled or asked to withdraw may reapply for admission at the beginning of the next academic year.

C. Acceptable Student Conduct

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student character and conduct. Our goal is to highlight the expectations for acceptable student conduct at HCA. School standards regarding conduct are based upon the framework of Christian character/values, mutual respect, and common courtesy.

1) Christian Character/Values

We uphold the policy that immorality and/or the use of vulgar language, alcohol, tobacco, or drug related substances are unacceptable. Standards of conduct and character extend beyond the school day, to all school activities and events.

2) Mutual Respect

Respect for Authority – Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area is foundational to a student's success at HCA. All school office staff, custodians, paraprofessionals, lunchroom personnel, and substitute teachers are to be shown the same respect as school administrators and teachers.

School Personnel Respect for Students – All school personnel accept responsibility in treating students with the utmost respect and fairness. Should a student feel that any employee has been disrespectful, the student or parent is encouraged to speak to that person first. If that is unsuccessful, the student or parent should appeal to the appropriate administrator.

Student Respect for Fellow Students – Verbal abuse, bullying, or harassment of another student is totally unacceptable.

3) Common Courtesy

Classroom Courtesy

- a. Punctual: All students must be in class ready to receive instruction by the designated starting time.
- b. Prepared: Students are expected to come to class prepared each day with required material.
- c. Participate: Students are expected to take notes, involve themselves in discussion, and respond when called upon in class activities.
- d. Polite: Students are expected to change classes in an orderly manner.

Lunchroom Courtesy

- a. Food must be eaten in designated areas. Food is not allowed in any other part of the campus except by permission from the administration.
- b. Students must clean up their own food areas.
- c. Designated classes will be assigned for lunchroom clean up.
- d. Students must obtain permission to leave the lunchroom area during the lunch period.

Chapel, Special Programs, and Event Courtesy

Pay full attention to the program; no interruptions with talking or other distracting behavior.

D. Lines of Authority

- 1) **Classroom Teacher:** The teacher is the first line of correction in any classroom setting. Extension of classroom correction may range from parent contact to detention. A teacher may require a form of correction given in the Parent-Student Handbook or other measures approved by administration. Teachers may also refer students to the appropriate administrator for corrective support.
- 2) **Respective Administrators:** The appropriate administrators are the second line of correction. They may attend conferences or assist in the corrective process. They also have the authority to utilize parent conferences, work assignments, detention, and other appropriate measures. They may also refer the student to the Head of School for extreme or habitual negative classroom conduct.
- 3) **Head of School:** The Head of School is the final line of correction in all school settings and has the authority to utilize all stated measures of achieving student cooperation.

2. Guidelines

A. Kindergarten and Elementary School (Grades K4-6)

Each teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor conduct issues. To establish an environment that is conducive to learning in Grades K4-6 at HCA and as a protection for individual students and others, the following behaviors in excess are unacceptable.

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that hinders teaching or learning

Consequences are as follows.

- 1st Offense...teacher conference with student
- 2nd Offense...note to parents, time-out
- 3rd Offense...conference with parents and administrator
- 4th Offense...in/out of school suspension

In extreme circumstances, the parents will be called to pick up their child, and the child will not be allowed to return until the following school day.

Our goal is to make school a fun, safe place to learn and grow.

B. Middle/High School (Grades 7-12)

Harvester Christian Academy believes that all students should receive fair and consistent correction when school rules are violated. Therefore, the guidelines below were developed to insure that consistency is maintained. Middle/High school staff and students will be instructed in this corrective system each year.

For clarification, these guidelines are in effect during the following times and at the following places, with the exception of Level Three offenses which are in effect at all times.

- On school grounds before, during, or after school hours
- On school grounds at any other time when the school is being used by a school group (Saturday workouts, holidays, etc.)
- Off the school grounds at a school activity, function, or event
- On a school bus or other school vehicle
- At any time or in any place where student conduct will have a direct effect on the School's ability to maintain an orderly and safe learning environment

C. Overall Guidelines (Any Combination of Offenses)

- Offenses result in infractions and, for more serious offenses, may require a detention. In each semester, a student who receives a detention will serve a 45-minute detention time and a pay a \$15 fee for each of the first three (3) offenses.
- The fourth (4th) detention in a semester will result in a Saturday detention, which includes a \$30 fine and an administrative conference with the student and parent.
- If a student reaches five (5) detentions in a semester, this will result in a one-day suspension and a second administrative conference with the student and parent as well as the possibility of withdrawal from school or expulsion.

D. Detention

Detention times are 3:45- 4:30 PM. Detention will be scheduled enough in advance so that only a doctor's appointment or extenuating circumstance will be excusable. On the specific day a student is scheduled to serve a detention, he/she will not be allowed to participate in any extra-curricular practices/rehearsals or club-related activities until detention has been served. In the event that a student fails to attend detention, a second detention will be added.

Students must obey the following rules for detention, and failure to comply will result in further disciplinary action.

- Study and/or work are required during detention.
- No talking or misconduct will be tolerated.
- Do not bring food or drinks.
- No sleeping.

Specific days are assigned as Saturday detention days. **A three-hour Saturday detention is held at designated times for those students who have accumulated four (4) detentions.** All detentions must be served before exams may be taken. Absence from Saturday detention will result in further disciplinary action.

Items that do not pertain to schoolwork should not be brought to school. These items that violate regulations will be confiscated and, if appropriate, will be turned over to parents or authorities.

The following section lists examples of various levels of unacceptable conduct and corrective actions to be taken.

LEVEL ONE OFFENSES

These will be subject to one or more of the following measures: infractions, after-school stays, loss of device, and detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Disruptive, disrespectful, or inappropriate conduct	Eating in class or chewing gum
Being out of class without permission	Parking or on-campus driving violation
Dress code violation Haircut, color, and shaving included	Failure to serve a scheduled detention
Aggravating or not keeping hands to self Reckless play	Inappropriate comments/talking without permission
Littering	Failure to return a signed document

LEVEL TWO OFFENSES

These will be subject to one or more of the following measures: detention, loss of device with a \$20 fine, Saturday detention with a \$30 fine, and in-school suspension (ISS). Repeated offenses will cause a student to be subject to more severe disciplinary action.

Excessive Level One offenses	Failure to serve a scheduled detention
Violation of Honor Code	Inappropriate public display of affection
Refusing to obey teachers or staff	Excessive tardiness to class (resets at the end of each quarter)
Any form of intimidation or bullying	Use of non-school related items during school day, including cell phones, etc.
Violation of Technology Acceptable Use Policy	Skipping school
Obscene language, profanity, gestures, clothing, or articles	

LEVEL THREE OFFENSES

These offenses, upon administrative review, will be subject to suspension, request for withdrawal, or expulsion.

Violation of Honor Code	Fighting or provoking a fight on campus
An arrest as a result of involvement in a felony or commission of a felony	Leaving school grounds without permission or unauthorized class/activity absence
Blatant disobedience or disrespect	Possession of any weapon
Sexual immorality	Theft or possession of stolen goods
Drug/Alcohol possession, sale, use, distribution, or being under the influence of drugs/alcohol	Possession of or use of tobacco on school premises
Threatening bodily injury to any HCA employee or student	

3. Personal Appearance and Dress Code

It is HCA's belief that developing Christian character includes the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his/her attitude and conduct. We strive to provide an environment where clothing choices do not distract from learning. Upon their arrival at school, students should be in approved uniform for that day. Parent support of these standards is expected both at school and at school-related events. We also request that parents remember these guidelines when visiting the campus during the school days and dress appropriately.

General Guidelines

There are three (3) standardized dress descriptions.

- A. Casual Day** – Most school days are designated as casual dress days. A navy or red collared polo uniform shirt with the official HCA logo is to be worn on casual dress days. Pants, shorts, or skirts (ladies) must be khaki. Girls in Grades K4-3 may wear uniform dresses with the official HCA logo.
- B. Chapel or Special Day** – Reserved for days chapel is scheduled and for field trips to more formal locations (theaters, museums, etc.), this uniform requires a light blue collared pinpoint oxford dress shirt with the official HCA logo and khaki shorts or long pants (ladies and gentlemen) or skirts (ladies).
- C. Spirit Day** –Students are allowed to wear blue jeans or khakis with any HCA spirit wear.

K4-K5 Guidelines

In addition to the appropriate uniform for the respective days, the following is expected for K4 and K5 students.

Haircuts

Boys: Hair should be neatly cut.

Everyone: Colored hair and mohawk cuts are not permitted.

Grades 1-12 Guidelines

In addition to the appropriate uniform for the respective days, the following is expected for students in Grades 1-12.

Pants/Shorts

Appropriate size (not tight) Chino and Dockers-style pants or shorts from any retail source or the HCA uniform vendor may be worn. Color must be solid khaki. Pants/Shorts must be worn at the hips or waist, must be hemmed, and all pockets should be internal (cargo-style are not allowed). Walking shorts or long shorts are acceptable (no shorter than 3" above the top of the knee). Capris are permissible for ladies.

Shirts/Tops/Blouses

Collared uniform polo shirts and oxfords must be embroidered with the official HCA logo provided by the HCA authorized uniform vendor. Spirit shirts are available for purchase through the athletic department or at HCA special events, or by participating on an athletic team or in a school club. Generally, uniform shirts and tops should be neatly worn; gentlemen will have shirts tucked in throughout the day Monday–Thursday and occasionally on other dress up days.

T-Shirts

Students are allowed to wear HCA t-shirts on Spirit Days.

Skirts/Skorts (Ladies Grades K4-12)

Appropriate size (not tight) uniform skirts and skorts from any retail source or the HCA uniform vendor may be worn. Color must be solid khaki. Skirts/Skorts must be no shorter than 3" above the top of the knee, even when worn with leggings or tights. Ladies' leggings in white, cream, black, red, and navy are acceptable under skirts/skorts that comply with the dress code.

Dresses (Ladies Grades K4-3)

Appropriate size dresses with the official HCA logo sold by the HCA uniform vendor are permitted.

Belts

Belts must be worn with pants and shorts that have visible belt loops.

Shoes

Casual, dress, tennis shoes, boots, and leather sandals are appropriate. Single thong sandals must be leather (Grades 6-12 only). Students in Grades K4-5 must wear casual, dress, or tennis shoes with closed toe and closed heel. ALL students must wear non-marking tennis shoes in the Gymnasium during PE classes. Prohibited shoes include flip-flops, slippers, slides, and shoes with heels higher than 2 ½ inches.

Sweatshirts/Sweaters, Outerwear

Sweatshirts, sweaters/cardigans, and jackets provided through the HCA uniform vendor or athletic department may be worn in the classroom. Students may wear their choice of outerwear to/from school and on the playground. All non-HCA outerwear may be stored in lockers, backpacks, or on hooks provided in the classroom. Proper dress code must be worn underneath acceptable outerwear. Hooded sweatshirts may not be worn at chapel. Covering one's head with outerwear inside a building is not allowed.

Hair/Haircuts

Gentlemen: Young men's hair should be neatly cut, no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind the ears is not acceptable. Sideburns may not extend below the earlobe. Gentlemen must be clean-shaven except as a privilege for senior young men who may have a neatly trimmed beard or mustache.

Everyone: "Grunge," mohawk cuts, and bizarre hairstyles or colors are not permitted. All hair must be clean, neat, combed or brushed, and out of the eyes. Exaggerated styles (tails, uneven cuts, or excessive use of gels, sprays, or unnatural color, etc.) are not permitted.

Hats/Headwear

Hats, hoods, sunglasses, and other forms of headwear are not allowed in the buildings. Ladies may wear tastefully designed hair bows, barrettes, and headbands.

Jewelry/Other

Excessive, oversized, or inappropriate chains, rings, or other jewelry (such as body piercing, studded jewelry, etc.) will not be worn to school. Girls may wear no more than four (4) pierced earrings. Facial piercings and gauges are not allowed. Ladies may wear a modest amount of makeup. Tattoos and/or body piercings must not be visible. Earrings or other piercings on boys are unacceptable.

Game Day Wear

Upon Head of School approval, student-athletes may dress in Game Day Wear of their respective teams during the season. The Athletic Director and Head Coach will approve Game Day Wear prior to the start of each sport season. Student-athletes must be academically and behaviorally eligible in order to participate.

Other Dress Code Policies

- The teacher or sponsor in charge of a field trip will dictate the attire for the event with approval of the administration.
- Neat, modest, casual attire may be worn at school games and other extracurricular events.
- Students are never permitted to wear clothing with writing that exhibits innuendoes, sexual comments or implications, alcohol or tobacco product advertisement, music groups that do not reflect a biblical lifestyle, or anything of a questionable nature.
- Other school guidelines are also in effect during extracurricular events (i.e., appropriate skirt or shorts lengths, avoidance of exposed-midriff styles, exposed tattoos, etc.).
- The Head of School may from time to time designate a "dress-down" day when students can wear more casual attire than the standardized dress descriptions. While the student has choice in clothing articles, colors, prints, etc., the accepted standards of modesty with regard to properly fitting clothing contained within the dress code policy will be observed.

Grades 7-12 Guidelines

Physical Education Dress

All students in Grades 7-12 must wear the HCA physical education uniform.

Summer Workout Apparel

All students involved in conditioning activities on campus during the summer must wear sport-appropriate shorts and t-shirts.

Special Events Guidelines

You will contribute to the success of HCA special events by honoring the dress code policies. It is important that we represent our families, our school, and our Lord in a worthy manner. This dress code applies for all student activities, including dances, graduation ceremonies, and fine arts performances.

The dress code for the Homecoming Dance, Junior/Senior Prom, and other special events applies to any participant, including non-HCA students. Any specific questions about dress code for a particular event should be directed to the administration.

Gentlemen

- Neat appearance and in good taste
- Slacks (dress or khaki)
- Button-up shirt (required) and tie (strongly suggested)
- Jacket suggested but not required
- Dress shoes (no tennis shoes, flip-flops, or sandals)

Ladies

- Neat appearance, modest, and in good taste
- Length of clothing to be a maximum of 3" above the knee, including slits
- Necklines to be a maximum of 2" below the collarbone at its lowest point (no plunging necklines)
- Necklines to be straight across the front, no "sweetheart" necklines*
- Straps required*
- No lower than mid-back at lowest point, and no cut-outs*

*Some latitude is allowed for Junior/Senior Prom. ALL prom dresses MUST have prior approval. This also applies to guests and dates accompanying HCA gentlemen.

Notes

The respective administrator, teacher, or chaperone is responsible for making any judgment regarding a conflict with the dress code during a school day or school-related event. Any student who chooses to violate the dress code in such a way that it cannot be corrected may not be allowed to attend class or an event until parents are notified and proper attire has been brought to the student.

The administration reserves the right to rule on any "fad" during the school year.

Dress Code Violation Policy

Violations will be recorded, and the student will be subject to corrective action as stated. The violation must be corrected before a student will be permitted to return to class. Work missed during this time will need to be made up. Parents may need to bring a change of clothes to correct the violation.

37. Harassment

It is the policy of HCA to maintain a learning environment where respect, grace, kindness are taught and the campus can be a safe place free from all types of harassment. It shall be a violation of this policy for students or HCA employees to harass other students or HCA employees through conduct or communications of a sexual, threatening, or derogatory nature. All allegations of harassment shall be fully investigated. If the investigation reveals the complaint appears to be valid, disciplinary action, up to and including expulsion from school or termination of employment, will be taken to stop the harassment and prevent its recurrence.

38. Marriage and/or Pregnancy of Students

HCA policy prohibits the enrollment of married students in the School. Students getting married or involved in a pregnancy are subject to dismissal.

ATHLETICS/FINE ARTS/EXTRACURRICULAR PROGRAMS

1. Introduction

For both athletics and fine arts, HCA is a member of the Georgia Association of Private & Parochial Schools (GAPPS).

Harvester Christian Academy maintains an active interscholastic athletic program for students in Grades 5-12; the program is an integral part of the education experience. As teams are filled, the Hawks have participated/competed in baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, sporting clays, swimming, tennis, track and field, volleyball, and wrestling with other private schools in Georgia.

These programs are funded through a variety of sources including memberships in the Hawks Booster Club, gate receipts, donations, a portion of tuition, and revenue from various projects. The objectives of the middle school program are designed to provide learning experiences and to teach the fundamentals of sports and competition. The objectives of the junior varsity and varsity programs are for student-athletes to learn physical conditioning, to participate in competitive enterprises, and to set and achieve realistic goals.

Because of academic demands, students may not participate in more than one spring sport without permission of the Athletic Director and the Head of School. If there are an excessive number of students wishing to participate on a team, tryouts will be held prior to the start of the season. The number of students selected to participate on a team varies from team to team. The respective coaches and the Athletic Director set the number of participants for each team.

2. Athletic Philosophy

Colossians 3:23 states, "And whatsoever you do, do it heartily as to the Lord and not unto men." There are two parts to this verse. To do an activity "heartily" requires a complete commitment physically, mentally, emotionally, and spiritually. The second part "...as to the Lord..." provides motivation for the effort. A Harvester student-athlete should strive to honor God and not seek man's praise.

The goals of the HCA athletic department are as follows.

- Promote the development of a personal relationship with Jesus Christ by all student-athletes.
- Teach the skills to maintain a high level of performance.
- Encourage student-athletes through positive coaching.
- Develop and maintain an atmosphere conducive to good sportsmanship.

3. Athletic Sportsmanship

Although the intensity of athletic competition often leads one to become emotionally involved, good sportsmanship and respectful conduct from HCA faculty, coaches, athletes, and spectators will be expected. This includes respect for game officials, opponent athletes, and spectators at all times.

GAPPS Good Sportsmanship Statement: "The Georgia Association of Private & Parochial Schools and its member schools have made a commitment to promote good sportsmanship by students, athletes, coaches, and spectators at all sanctioned events. Please represent your school with the highest regard. Any profanity, degrading comments, and intimidating actions directed at officials, competitors, or other spectators will not be tolerated and are grounds for automatic ejection from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship."

4. Academic Eligibility

GAPPS has an extensive manual covering eligibility for student-athletes; the information below includes a key portion of the manual's academic section. HCA applies these standards to all those participating in extracurricular activities, including the Fine Arts program. For complete information, we suggest that participants mark these links below.

<https://gappschools.com/>

<https://gappsports.com/uploads/files/1047/gapps-manual>

A. Scholastic Standing

To participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Units (per semester) counting toward graduation the semester immediately preceding participation. (Exception: First semester 9th Grade students)

- 1) Passing in all Association member schools is determined by the school awarding a credit.
- 2) Students participating in junior varsity or "B" team competition must meet all scholastic requirements.
- 3) For schools offering courses with year-long grading, eligibility must be computed for each semester.
 - a. At the end of the first semester, the school must determine that the student has a passing grade in classes carrying at least 2.5 Units (per semester).
 - b. The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.

Students gain or lose eligibility on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport. (Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.)

- 1) Summer school is an extension of the previous semester, and courses may be:
 - a. Remedial in nature where a previously taken course is repeated in its entirety with a new grade being given.
 - b. Enrichment in nature where a new course is taken that results in new credit being earned.
- 2) A maximum of two (2) unit credits earned in summer school may be counted for eligibility purposes. (Note: Additional credits may be earned in credit recovery programs or make-up programs after the start of the new semester.)
- 3) Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SAIS-Cognia).
- 4) An independent study course taken in summer school must be regionally accredited and accepted by the school for graduation credit.
 - a. Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. (Example: night school classes, correspondence courses, etc.)
 - b. Independent study courses taken during the school year must meet the following criteria.
 - i. Courses must be regionally accredited and accepted by the school for graduation credit.
 - ii. Students who successfully complete independent study courses to maintain eligibility become eligible upon the successful completion of the independent study course.

B. Academic Eligibility Requirements

- 1) A student who has passed in five (5) unit subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester.
- 2) A student who passes in five (5) unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year.
- 3) If a school is on the quarter system, the following will apply.

- a. A student must pass five (5) unit subjects, or their equivalent, for the first quarter (approximately one-third of the regular academic year) in order to be eligible for the second quarter.
 - b. A student must pass five (5) unit subjects, or their equivalent, for the second quarter to be eligible for the third quarter.
 - c. A student must pass five (5) unit subjects, or their equivalent, for the third quarter or for the year in order to be eligible for the first quarter of the following year.
- 4) Of the five (5) unit subjects, three (3) units MUST be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion, and Business Education.
 - 5) Excluded from any credit are teacher's aide, office aide, or their equivalent.
 - 6) Students failing to pass the required five (5) unit subjects for the first semester may be allowed to become eligible at the end of the third nine-weeks grading period if they were passing the required five (5) unit subjects at that time. Students must have passed at least three (3) subjects at the semester to gain eligibility in this manner.

C. Eligibility Requirements by Year

Students must accumulate units towards graduation according to the following criteria.

- 1) First-year students (entering 9th Grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
- 2) Second-year students must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
- 3) Third-year students must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.
- 4) Fourth-year students must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.
- 5) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

D. University Model Schools

- 1) Students must attend a minimum of three (3) full-time classes per semester in the high school to be considered as a full-time enrolled student.
- 2) If taking five (5) or fewer classes, he/she must be passing all their classes to be eligible to play.
- 3) If a student is taking more than five classes, he must pass at least five (5) classes in order to remain eligible to participate.
- 4) Students attending University Model schools must still be following a graduation track listed "above."

E. Dual Enrollment Guidelines

A Dual Enrollment program is defined as a program in which a full-time student at a GAPPS member school takes one or more courses from a state public or private postsecondary institution and receives credit at the high school (toward graduation) and at the postsecondary institution.

- 1) Dual enrolled students shall take courses that are approved by the Georgia Department of Education.
- 2) Courses may be taken in a variety of formats (including distance learning and virtual courses) as long as the courses are approved.
- 3) Postsecondary semester hour credit shall be converted to high school unit credit as follows.

- a. 1-2 semester hours equates to .5 unit
- b. 3-5 semester hours equates to 1 unit
- 4) Postsecondary quarter hour credit shall be converted to high school unit credit as follows.
 - a. 1-3 quarter hours equates to .5 unit
 - b. 4-8 quarter hours equates to 1 unit
- 5) The school and school head must maintain full and complete discipline and control during the students' day.

Students involved in approved Dual Enrollment programs shall be eligible to participate in GAPPS activities provided that academic eligibility is maintained.

- 1) Courses taken each semester at the member school and/or postsecondary institution must total at least 2.5 units.
- 2) Courses passed the previous semester at the member school and/or postsecondary institution must total at least 2.5 units
- 3) Students will gain or lose eligibility on the first day of each semester at the member school, and a college calendar that differs from the member school calendar may cause problems.
- 4) Students who withdraw or are dropped from a Dual Enrollment program, and are returned to the member school only, may encounter eligibility problems.
- 5) Students involved in Joint Enrollment programs, Early College programs, or Gateway to College programs may not be eligible at their respective member schools.
- 6) A student who participates on an intercollegiate athletic team may not participate in any GAPPS activity.

F. Failure to Meet Academic Standards

If a school administrator believes that a student has failed to meet the academic eligibility requirements due to conditions that were beyond the control of the school, the student, and/or his or her parents, and such that none of them could have been expected reasonably to comply with the rule, he/she may request that the student's case be put on the agenda of the Appeal Committee.

- 1) Ignorance of the rule(s) on the part of any individual is not sufficient cause to set aside the rule(s).
- 2) Schools must supply all the materials requested on the Online Appeal Application Form.

G. Regaining Academic Eligibility

- 1) Make-up programs occur when a course has not been completed and an "Incomplete" grade has been given. The student is given the opportunity to work on areas of deficiency.
- 2) The student is ineligible until such time as the work is completed and the required passing grade has been recorded.