
HARVEST⁺ CHRISTIAN SCHOOL
S h a p i n g L i v e s f o r E t e r n i t y



Parent & Student Handbook 2011 - 2012

www.harvestpetaluma.org



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STATEMENT OF FAITH

We believe . . . the Bible is the divinely inspired Word of God, and the final authority in matters of faith and practice. (II Timothy 3:16, Peter 1:19-21)

We believe . . . that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Exodus 20:2&3, Matthew 28:19)

We believe . . . in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father. (Hebrews 1:2, Matthew 1:21-23, Colossians 3:1)

We believe . . . that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential. This life is received by faith alone in Jesus Christ. (John 3:5, Ephesians 2:8&9, Acts 16:31)

We believe . . . in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life. (Romans 8:14-27) As workers in a Christian school we realize we must be an example to the students in all ways as stated in 1 Timothy 4:12, ". . . but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

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 damnation. (John 5:28, I Corinthians 15:52&53, Revelation 20:12-15)

We believe . . . in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:13)

THE WORD

The following are Scriptures from the Holy Bible that provide direction, insight, guidance, and inspiration for the building of Harvest Christian School, its foundations and future.

Deuteronomy 6:5-7

"And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I commanded thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and thou shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up."

Mark 12:30

"And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength".

Proverbs 22:6

"Train up a child in the way he should go: and when he is old, he will not depart from it".

Luke 10:2

"The harvest truly is great, but the labourers are few: pray ye therefore the Lord of the harvest, that he would send forth labourers into his harvest."

John 4:35

"Say not ye, There are yet four months, and then cometh harvest? Behold, I say unto you, lift up your eyes, and look on the fields; for they are white already to harvest."

Habakkuk 2:2-3

"And the Lord answered me, and said, write the vision, and make it plain upon tables, that he may run that readeth it. For the vision is yet for an appointed time, but at the end it shall speak, and not lie: thou tarry, wait for it; because it will surely come, it will tarry not."

Luke 15:4

"What man of you, having an hundred sheep, if he loses one of them, doth not leave the ninety and nine in the wilderness, and go after that which is lost, until he find it?"

Psalms 127:1

"Except the Lord build the house, they labour in vain that build it."

Matthew 5:14-16

"You are the light of the world. A city that is set on a hill cannot be hid. Neither do men light a candle, and put it under a bushel, but on a candlestick; and it giveth light unto all that are in the house. Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven."

MISSION STATEMENT

To provide our students and their families with an outstanding education, assist with the development of character, and give life-direction centered on Biblical Christian Truth.

VISION STATEMENT

Harvest Christian School is dedicated to providing a challenging curriculum centered on and committed to Biblical Christian Truth. The school's course of study will support the needs of academically diverse student-interests while instilling a desire to be a life-long learner. Our teaching staff will be creative, enthusiastic, and passionate showing Christ's love to their students and taking personal interest in their success. As a school and staff, we will strive to help build character in a way that allows students to confront a changing world with the strength of unchanging truth.

The educational environment at Harvest Christian School will be conducive to supporting spiritual, academic, athletic, and artistic excellence. We aspire to provide communication that is planned, coordinated, and achieved in a manner that will meet the needs of students, parents, teachers, and the community in order to convey the school's desire for distinctiveness and excellence. We are committed to providing strong accountable administrative leadership on site with a governing Board that is strategically driven and pro-actively focused on the long-term spiritual health and educational growth of the school.

SCHOOL PHILOSOPHY

Spiritually - “And thou shalt love the Lord thy God with all thy heart . . . ”

At Harvest Christian School, we are committed to providing a strong and vibrant Spiritual atmosphere. This exists as an essential of utmost importance from which all other pursuits and growth stems. In keeping to its inter-denominational vision, HCS will strive to instruct, inspire, and engage students in God's Word, worship, prayer, and fellowship. We believe that we have a fresh, unique vision and approach to presenting these times of worship and reading God's Word in chapel and throughout each school day. The virtues and benefits of a Spirit-filled life will be expressed to the students and exemplified by the teachers, staff, and administration.

Artistically - “. . . and with all thy soul . . . ”

At Harvest Christian School it is our sincere desire to have strong and diverse Arts programs available to our students. This is uniquely important to us as a Christian school because we believe that we have all been created in the image of our Creator. This implies that each individual is uniquely gifted by the Creator with various abilities of creativity. We are committed to discovering and developing these skills in each student and providing the opportunity for their display.

Academically - “. . . and with all thy mind . . . ”

At Harvest Christian School, we are passionate about an Academic approach that is truly distinct. Students will grow in knowledge and love for learning as they study a carefully selected and integrated curriculum based upon a Biblical worldview, all balanced with a more classical approach. This encourages interaction and relies on a purer form of education that fosters excitement for the varied subjects and true tools in becoming a life-long learner.

Athletically - “. . . and with all of thy strength.”

At Harvest Christian School, we are excited to bring to light the value of Physical Education. Competitive activities provide opportunities for students to develop physically, emotionally, and spiritually while learning the value of teamwork, self-discipline, sportsmanship, a strong work ethic, loyalty, respect for their bodies, and a healthy lifestyle.

SCHOOL INFORMATION

History

Harvest Christian School began as the vision of a small group of local parents, and church and business leaders who were passionate about Christian education in Petaluma, California and the greater Sonoma County area. HCS opened its doors in February of 2006 as a private Classical and Christian School with 27 students in grades Kindergarten through Fifth. HCS was originally located at 705 N. Webster Street on the west side of Petaluma. By the end of our third year of operation the school had grown to over 130 students in Kindergarten through Eighth grade. HCS relocated to a building in the summer of 2008 after undertaking an ambitious build-out project at the school's new home of 3700 Lakeville Highway on the east side of Petaluma. Currently, Harvest Christian School offers a rigorous educational experience in a Biblically based Christian environment teaching and challenging students to love the Lord with all their heart, soul, mind, and strength.

Harvest Christian School

Grades:	Kindergarten – 8 th	Address:	3700 Lakeville Hwy., Ste.210 Petaluma, CA 94954
Telephone No:	(707) 763-2954	Website:	www.harvestpetaluma.org
Fax No:	(707) 763-0159	Email Address:	info@harvestpetaluma.org
Office Hours:	8:00am – 3:45pm		
School Day Hours:	8:45am – 3:15pm		
Half Day Schedule:	Select Days, 8:45am – 12:00pm		
School Colors:	Cardinal Red, Gold, and White		
School Mascot:	Lion		
School Verse:	Mark 12:30 - "And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all of thy strength".		

Accreditation & Membership

Harvest Christian School is completing accreditation from:
WASC, Western Association of Schools and Colleges

Memberships:
ACSI, Association of Christian Schools International
ACCS, Association of Classical and Christian Schools

School Day

Class begins at 8:45am and ends at 3:15pm.

Students are not to be on the HCS campus before 8:30am unless checked into the school's extended care program. Students are to go directly to their classrooms after 8:30am, where they should put away their bags, lunches, and school materials in preparation to beginning the school day. Students are required to be in their seat when the 8:45am bell rings or a tardy will be marked.

Students are to be picked up at 3:15pm. Students will be released only to designated adults. Those students who are not picked up by 3:30pm will be placed in after-school extended care.

Use of school phones by students is reserved for emergencies only after gaining permission from the executive director, principal, teacher, or staff member. Calls for forgotten homework or lunches do not constitute an emergency.

Students are not allowed to run to or from automobiles in the parking lot. Students are to remain in their class line at the pickup area until given permission to leave by a teacher.

Attendance

Regular attendance is not only essential to the student's progress; it is California State law. Teachers check attendance daily. All personal appointments (i.e. doctor, dental, etc.) should be scheduled before or after school hours.

Planned Absences

Parents/guardians must notify the school office and teacher(s) of any planned absences two weeks ahead of time. This is in order for the students work to be prepared for their absence.

Unplanned Absences

The parent or guardian should contact the school by 9:00am on the first day of the unplanned absence, or the student must bring a written excuse, signed by his parent or guardian the next day.

Excessive Absences

Any student who is absent for ten or more days in one school year is considered excessive. The administration will call a meeting with the parents / guardian of any student with excessive absences.

Makeup Work

Students who miss school will have the same number of days as they missed to make up the work after they return (i.e. – If absent for one day, the student has one day to make it up). Homework will be available in the office for pickup after school or by 8:45am the day following the absence. Please make every effort to pickup the work from the office at that time. If a student will be absent and knows before hand in most cases the work may be made available to work on prior to the absence. If work is given in advance of a planned absence, the work is to be completed and handed in when the student returns.

Tardiness

It is very important for students to be prepared for the school day and to be on time. Arriving late to class is disruptive to both the student that is late as well as the class. Students who are repeatedly tardy may face disciplinary action.

Daily Drop-off & Pick-up

***** Please Note *****

- HCS encourages carpooling whenever possible.
- HCS encourages bicycling to school when feasible. We provide bicycle parking.
- Take a right turn when you leave the parking area and go around South McDowell extension to merge onto Lakeville Highway (this is safer and part of our City Use Permit Requirement).
- Drive 5 MPH in parking lot.
- Do not park in the two guest parking spots in the morning. It interrupts the flow at drop off.

Morning Drop-off: Located at the school's gate

- When dropping off your student(s) in the morning, please follow the cones to the roundabout. Pull all the way through and have your students backpack and lunch ready for a speedy exit. Students must exit your vehicle on the right side and walk along the curb. This will keep all students from having to walk in front of and or between any vehicles. And, NO parents should exit their vehicle during drop-off (this holds everyone up in line).
- If you are coming into the school please park in the designated HCS area in the main parking lot (south east corner of the building property).

Afternoon Pick-up: Located in the main parking lot (south east corner of the building)

- All grammar school classes (K-6th) will walk down to the parking area as a class and line up with their teacher and wait for a parent to pick them up.
- Please park in the designated HCS area in the main parking lot (south east corner of the building property). And walk over to collect your students.

OR

- Pull your vehicle through to the staff and they will bring your student to the car. NO parents should exit their vehicle during pick-up (this holds everyone up in line).

Visitors

HCS operates a closed campus. Parents, relatives or friends who wish to visit the HCS campus and/or a classroom must obtain permission from the teacher one day in advance. When arriving on campus, all visitors and volunteers must sign-in at the school office.

Staff

Administration		Year at HCS
Principal	Jonathan Wraith	7 th Year
Vice Principal	Shelene Hermansen	7 th Year
Secretary	Stacey Arancio	5 th Year
Teaching Staff		
Kindergarten	Jill Meekins	7 th Year
1 st Grade	Beth See	2 nd Year
2 nd Grade	Brenda Jo Smith	5 th Year
3 rd Grade	Sarah Edgbert	4 th Year
4 th Grade	Sheryl Lee Wambold	3 rd Year
5 th Grade	Karie Fink	7 th Year
6 th Grade	Diana Pate	3 rd Year
7 th & 8 th	Darcy Thomas	4 th Year
7 th & 8 th	Christopher Maiocca	4 th Year
7 th & 8 th	Margaret Majauskas	3 rd Year

School Board

Board President	Lesha Harding
Vice President	Jim Naugle
Secretary	Sarah Burnham
Member	Steve Wiley
Member	Rich Hopkins
Member	Jim Picci

Admissions

1. Submit a completed application form along with a \$25.00 non-refundable processing fee. Applications are available upon request or by visiting our web site at www.harvestpetaluma.org. For prospective kindergarten students, a free screening for "Kindergarten Readiness" will be administered by HCS. To arrange an appointment, please call 763-2954. All other prospective students will be required to submit records from their most recently attended school (i.e. report cards, standardized test scores, etc.).
2. Submit a letter of recommendation from your pastor or teacher. We prefer a recommendation from a pastor. If this is not applicable, recommendations will be accepted from the reference of your choice (i.e. scout leaders, coaches, etc.)
3. After your application has been received and reviewed, you will be contacted by Harvest Christian School to schedule an interview. Both parents or guardians and student will interview with the school administration. During the interview process your student's academic goals and readiness will be discussed.
4. After the interview you will be notified of the decision by mail:
 - a. Accepted – An Enrollment Agreement will accompany the Acceptance Letter.
 - b. Wait Listed – Applicant is accepted, with admissions contingent on availability.
 - c. Denied – A letter will be issued to inform you of the decision.

Notice of Non-Discrimination Policy

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

Tuition & Schedule of Fees

Tuition 2011-2012

Kindergarten – 3 rd Grade	\$ 520 / 10 months	\$ 5,200.00 / year
4 th – 6 th Grade	\$ 545 / 10 months	\$ 5,450.00 / year
Jr. High (7 th & 8 th)	\$ 595 / 10 months	\$ 5,950.00 / year

Discounts per family (apply to youngest in school):

1 st Student -	Full Price
2 nd Student -	10% discount off yearly tuition
3 rd Student -	30% discount off yearly tuition
4 th Student -	100% discount off yearly tuition

Early Tuition Payment Discount: A 2.5 % discount is applied if the total yearly tuition is paid in full by 8/31/2011. (The 2.5% discount is also applied if you have multiple children enrolled.)

K – 3 rd	With 2.5% discount	\$ 5,070.00 / year
4 th – 6 th	With 2.5% discount	\$ 5,313.50 / year
7 th – 8 th	With 2.5% discount	\$ 5,801.25 / year

Application:	\$ 25.00*	fee per student
Registration:	\$ 350.00*	fee for 1 st student
	\$ 250.00*	fee for 2 nd student
	\$ 200.00*	fee for 3 rd student
	\$ 0.00*	fee for 4 th student

*Application and Registration fees are non-refundable.

Financial Commitment Policy

For all invoicing payable to Harvest Christian School, there is a 30 Day Grace Period to make a payment in full.

Invoices Past Due – 31 Days or more

Families will be contacted verbally by a finance committee* member to discuss the balance and make a plan for payment.

Invoices Past Due – 61 Days or more

Families will receive a written warning of the need to begin the appeal process** before 90 days or the student will risk suspension/expulsion at the end of the current quarter.

Invoices Past Due – 90 Days or more

Assuming no appeals process as been initiated, written notice will be issued of the student's suspension/expulsion at the end of the current quarter.

* The Finance Committee is a sub-committee of the Harvest Christian School Board. Please contact the school office for a list of members.

** The appeals process is the process by which the family makes a written request for assistance to the school finance committee and school board.

Re-enrollment each year can only begin once a family is current with their accounts.

Extended Care Program

Harvest Christian School provides before and after school care and supervision for students kindergarten through sixth grade.

Any student in kindergarten through sixth grade is welcome to attend the Extended Care Program. Students attending may drop-in or come on a regular basis; the fees for either remain the same.

Hours of operation: 7:30am – 8:30am
 3:30pm – 5:30pm

Cost: \$ 7.00 per student per hour
 \$ 3.50 per student per 1/2 hour

Late Charges: After 5:30 pm the hourly rate increases to \$ 60.00 per hour per student

We bill according to half-hour and one hour time periods. If your student is in extended care any part of a half-hour, you will be charged \$ 3.50.

Invoices are sent out monthly for the previous months' usage.

Before-School Care (7:30am – 8:30am)

Students that attend before-school care must come in their school uniform with all school supplies ready for the day. (i.e. please do not send them in their pajamas) We encourage parents to send a breakfast snack for their student in addition to their lunch; we do not want any of our students having to ration food for the day. Before-school care activities may include: homework, reading, coloring, watching a movie or indoor games, as deemed by the teacher.

After-School Care (3:30pm – 5:30pm)

Students that attend after-school care need to stay in their uniforms. Students that have extra-curricular events (i.e. sport games, dance, etc.) may not change out of uniform until their parent/guardian arrives, unless otherwise given permission by the Principal. We encourage parents to send a snack with their children in addition to their lunch. Children are typically hungry after school and we do not want any of our students having to ration food for the day or be without at the end of the day. After school activities may include: homework, reading, coloring, movie watching, indoor games, or outside games (weather permitting).

All students participating in this program must abide by the HCS Student & Parent Handbook and school regulations. All discipline standards referred to in the HCS Student & Parent Handbook will apply in Extended Care. If a student is problematic in before or after care, the Administration will determine whether they can continue to attend Extended Care Programs.

Electronic devices of any kind are not permitted. This includes, but is not limited to: cell phones, pagers, ipods, or gaming devices.

Students participating in Extended Care may not bring a change of clothes. All Extended Care activities will be appropriate for their school attire.

It is our desire that Extended Care be a place that is safe, productive and fun. In an effort to maintain this standard, we ask that our HCS families support this program and partner with us in reinforcing these terms with their children.

Emergency Preparedness

Drills and Emergencies

Harvest Christian School faculty and staff are trained in CPR and First Aid. HCS will hold regularly scheduled fire and emergency drills. Teachers and students will meet at a designated spot on campus where staff members will take attendance. These drills help students prepare for action in the event of an actual emergency. Please be assured that the school is one of the safest places for your child to be. In the event of an emergency, students will be released only to parents, guardians, or to any person(s) listed on file as the student's 'Emergency Contact'.

CLASSICAL EDUCATION

What do we mean by Classical Education?

In the 1940's the British author, Dorothy Sayers, wrote an essay titled "The Lost Tools of Learning". In it she not only calls for a return to the application of the seven liberal arts of ancient education, the first three being the 'Trivium' - grammar, logic, rhetoric, she also applies three stages of children's development to the Trivium. Specifically, she matches what she calls the 'Poll-parrot' stage with grammar, 'Pert' with logic, and 'Poetic' with rhetoric (see chart below). Please visit www.gbt.org/text/sayers.html to read Dorothy Sayers' essay "The Lost Tools of Learning".

An excerpt from Doug Wilson's book , "Recovering the Lost Tools of Learning:"

"The structure of our curriculum is traditional with a strong emphasis on 'the basics'. We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject's particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well."

The Trivium

Derived from *The Lost Tools of Learning* by Dorothy Sayers

(compiled by Tom Garfield at Logos School in Moscow, ID)

Beginning Grammar (Pre-Polly)	Grammar Stage (Poll-Parrot)	Logic Stage (Pert)	Rhetoric Stage (Poetic)
Grades K - 2nd	Grades 3rd - 6th	Grades 6th - 9th	Grades 10 - 12
Ages 4 - 8 (approx.)	Ages 9 - 11 (approx.)	Ages 12 - 14 (approx.)	Ages 15 - 18 (approx.)
Student Characteristics:	Student Characteristics:	Student Characteristics:	Student Characteristics:
<ol style="list-style-type: none"> Obviously excited about learning Enjoys games, stories, songs, projects Short attention span Wants to touch, taste, feel, smell, & see Imaginative, creative Likes chants, clever, repetitious word sounds 	<ol style="list-style-type: none"> Excited about new, interesting facts Likes to explain, figure out, talk Wants to relate own experiences to topic, or just tell a story Likes collections, organizing items Likes chants, clever, repetitious word sounds Easily memorizes Can assimilate another language well 	<ol style="list-style-type: none"> Still excitable, but needs challenges Judges, critiques, debates, critical Likes to organize items, others Shows off knowledge Wants to know "behind the scenes" facts Curious about Why? For most things Thinks, acts as though more knowledgeable than adults 	<ol style="list-style-type: none"> Concerned with present events, especially in own life Interested in justice, fairness Moving toward special interests, topics Can take on responsibility, independent work Can do synthesis Desires to express feelings, own ideas Generally idealistic
Teaching Methods:	Teaching Methods:	Teaching Methods:	Teaching Methods:
<ol style="list-style-type: none"> Guide discovering Explore, find things Use lots of tactile items to illustrate point Sing, play games, chant, recite, color, draw, paint, build Use body movements Short, creative projects Show and Tell, drama, hear/read/tell stories Field trips Lay conceptual understanding of letters, numbers, associated meanings 	<ol style="list-style-type: none"> Lots of hands-on work, projects Field trips, drama Make collections, displays, models Integrate subjects through above means Teach and assign research projects Recitations, memorization Drills, games Oral/written presentations 	<ol style="list-style-type: none"> Time lines, charts, maps (visual materials) Debates, persuasive reports Drama, reenactments, role-playing Evaluate, critique (with guidelines) Formal logic Research projects Oral/written presentations Guest speakers, trips 	<ol style="list-style-type: none"> Drama, oral presentations Guide research in major areas with goal of synthesis of ideas Many papers, speeches, debates Give responsibilities, e.g. working with younger students, organize activities In-depth field trips, even overnight World view discussion/written papers

STUDENT LIFE

Behavior & Attitude

Good manners are to be practiced at all times.

Students are to obey teachers promptly and cheerfully. Additionally, proper grammar is to be used in classroom conversations. "Yeah" and "Nope" or "Nah" are not considered proper grammar. "Yes" and "No" are proper examples.

Students are to raise their hand and receive permission to speak/respond in class.

Students are to listen attentively and politely when a teacher is speaking.

Students are to remain seated in class unless otherwise directed.

Students are to speak clearly, slowly and loudly when reading or reciting.

Gum chewing is not permitted on the school campus.

Students are to treat each other respectfully. Common courtesies are to be maintained and practiced at all times. Mocking, teasing, and bullying will not be tolerated.

Students will be encouraged to "build each other up" as brothers and sisters in Christ.

Students are to respect each other's space and refrain from physical contact.

Classroom Expectations

Each student will be expected to perform to the best of his/her capabilities. Written work is to be neat and assignments are to be turned in on time.

Complaining is not permitted.

Each student is responsible to help make the classroom a place of respectful learning. There should be an attitude of courtesy toward the teacher and other students. Anticipation of learning should be evident by students coming prepared with books, paper, pens, and assignments.

Toys and other distracting items are not permitted at school, unless otherwise directed by a teacher (i.e. – for a report, "Show and Tell", etc.) These items will be confiscated and returned at the discretion of the teachers and or administration.

Electronic equipment, skateboards, and skates are not permitted in the school buildings or on the school grounds. They are not to be taken on field trips or special events. Exceptions may occur only through written authorization from the HCS Administration.

Cheating & Plagiarism

Cheating, including plagiarism, is not allowed nor tolerated at HCS. Cheating and plagiarism both involve taking information from another source and presenting it as your own. It involves both the components of stealing and lying. Teachers take precautions in terms of test-security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation. Cheating includes, but not limited to, copying homework, handing in another's work, plagiarism in all forms, and unauthorized assistance on tests or quizzes.

Playground Conduct

Students are to stop playing when the bell/whistle sounds and 'freeze' until the whistle is blown. Then, proceed to lineup and classrooms without talking.

Students are to stop and look if a whistle is blown in order to see to whom it applies (this is to ensure safety in case of injury and or emergencies, or the prevention thereof).

The picking up or throwing of rocks, sticks, or other objects not specifically being used in playing of approved games is NOT ALLOWED.

Students must remain within sight of the teacher and or yard duty supervisor(s).

Good sportsmanship is to be observed and practiced on the playground.

Conduct Out of School

The conduct of a student both in and outside of school reflects not only upon their walk with God and their family, but also upon Harvest Christian School. Students who show a lack of discretion in their testimony away from school may face disciplinary action.

School Jurisdiction: Legal precedence has clearly defined school jurisdiction: A student shall not commit a serious breach of conduct either inside or outside of the school, which detracts from the testimony of the school.

School Involvement: Harvest Christian School will get involved whenever the situation becomes public knowledge and the school's testimony and or learning climate is threatened. Only documented facts will be considered if and when this occurs.

Confidentiality: Throughout this process, the Administration and the HCS Board will involve the parents of the offender(s) and will be committed to confidentiality. The scriptural principle of Matthew 18:15-17 will be used. We ask that parents and students do the same. All incidents will be documented.

Uniform & Dress Standards

Students are required to adhere to the uniform dress code. The school administration reserves the final authority when there is any question of a student's adherence to the dress code. Enforcement of the dress code will occur through a variety of tools including daily teacher inspections. For those who are in violation of the dress code, the following procedure will be followed:

Improper shirt, skirt, pants, etc.: Student will be given a dress code violation notice, removed from class, and allowed to return once he/she is in compliance with the dress code. In this case, parents will need to return to school with the correct uniform item.

Improper sweatshirt or other uniform accessories: The accessory will be removed prior to continued class participation and the student will be given a dress code violation notice.

Improper wearing of uniform: The student will need to conform to dress code standards prior to continued class participation and the student will be given a dress code violation notice.

In every case the student may be held out of class until the dress policy is followed, and the student may be marked absent if gone more than 30 minutes. Parents may be called to bring the student appropriate clothing.

When a dress code violation occurs, a notice will be sent home to the parents. If a student receives multiple violations, a student will receive disciplinary action. A parent conference may be called to remedy the situation.

Uniform Violations

1st Occurrence – Student sent to school office and a notice is sent home (warning)

2nd Occurrence – Student sent to school office and a notice is sent home (warning)

<u>3rd Occurrence</u> –	Student sent to school office and a notice is sent home (final warning)
<u>4th Occurrence</u> -	Note home & consequence (i.e. loss of lunch recess / JH detention)
<u>5th Occurrence</u> -	Note home & consequence (i.e. loss of lunch recess / JH detention)
<u>6th Occurrence</u> –	Referred to school Principal (parent conference)

General Guideline

The dress code promotes school unity, and minimizes distraction. In addition, the dress code, through its restrictions, is intended to promote self-expression through the development of individual personality rather than expression through outward appearances. The dress code is in effect during official school hours. Parents are expected to ensure that students comply with the dress code policies.

At Harvest Christian School we believe that a reasonable school uniform policy is a good fit with the image we want to portray as an academic institution in the classical tradition. It is very important that our school climate and school culture be conducive to study and learning; and we are convinced that a school uniform policy will further that objective. Below, you will find some of the thinking that has shaped the administration and board's decision on this matter.

Why have uniforms?

- Establishes an orderly atmosphere at our school. Throughout its pages the Bible commends orderliness.
- Promotes school unity for the entire school community: cultivates a healthy sense of belonging to something larger than the individual self.
- Teaches children that different things are acceptable in different settings (including what you wear!). Viewed from this angle, school uniforms actually foster discernment in children. Contrary to what some may suppose, failure to prescribe a wardrobe for kids does not foster any discernment in their choice of wardrobe. Just the opposite is true. Kids will conform, either to the school uniform policy or to some other unstated policy. This will most often take some form of "but MOM!" This is what everybody else is wearing!"
- Fosters a serious attitude among students who are more inclined to believe that "what I am doing today is important". Most professions wear some kind of identifying "uniform" which sets them apart as something special. Children inherently know this and respond accordingly when they are asked to wear a uniform.
- Removes potential distractions for the teacher as well as the student.
- Discourages a natural tendency for students to "prejudge" one another on the basis of apparel.
- Inhibits a competitive attitude regarding dress and appearance. Eliminates peer pressure to conform to counterproductive and (usually) unhealthy fads.
- Lowers the cost of "back to school shopping". Parents who have purchased school uniforms for their children for two or three years love this aspect of uniforms.

Dress Standards

Harvest Christian School does require its students to wear a uniform. Adherence to this uniform is mandatory. Particulars follow, but general comments are:

- All shorts, pants, skirts, and jumpers are to be khaki colored only (NO STONE). Pants and shorts may be pleated or flat front in style. Cargo or denim style shorts or pants are not allowed.

- All pants and shorts must have a solid colored black belt, and all shirts must be tucked in (except during recess and PE periods).

- All skirts, jumpers, and scooters, must be no shorter than 1 inch above the knee. Girls need to wear shorts or tights under skirts, jumpers, etc. for modesty.

- Socks or tights (girls) must be worn at all times. No images or designs (i.e. polka-dots, stripes, etc.). No nude stockings, capri tights, or leggings. Socks must be solid white (no cartoon characters, stripes, etc.) and must be appropriate for the outfit.

- Clothes must be clean, in good repair, appropriately sized, and should fit modestly. Extremes on either side are not permitted (i.e. excessively tight or baggy pants, shirts, etc.).

- All clothing and shoes must be solid colors. Stripes, flowers, decorative patches, off-color collars or embroidery are not permitted. The Harvest Christian School embroidered emblem is welcome.

- Shoes must be completely solid black, rubber soled, and properly fitting. Shoes can be lace up or Velcro and socks are to be worn at all times. Shoes should not feature objectionable phrases, pictures, or characters (i.e. please no skulls, etc.). No open-toed footwear, slip-ons, backless shoes, boots, and no heels.

*Please note that shoes MUST BE completely black including laces, rubber sides, the tongue, etc.

- Only HCS Sweatshirts and or solid black sweaters are allowed to be worn at school. Jackets are allowed to be worn outside only for recess, field trips, etc.

- Backpacks and lunchboxes should not feature any objectionable phrases, pictures, or characters.

All of these items are available at the French Toast retailer, or you are welcome to purchase them anywhere you choose as long as the clothing matches and complies with the uniform requirements listed.

Please visit www.frenchtoast.com and enter Harvest Christian School's code (**QS46Y4T**) to view the approved clothing items for purchase. Please use this guide as a tool to verify your purchases from other retailers comply completely with the dress code before the school year begins.

Elementary Girls (Kindergarten – Sixth Grade)

Regular Uniform

<u>Item #</u>	<u>Item</u>
# 1286	- Khaki Kick Pleat Scooter
# 1352	- Khaki Pleated Hem Jumper
# 1303	- Khaki Bermuda Short
# 1356	- Khaki Below-Knee Length Bermuda Short
# 1273, 1315, 1345	- Khaki Pants
# 1460, 1040, 1034	- White Peter Pan Blouse (short or long sleeve)
# 1007, 1009, 1010, 1012	- White, Black, or Gold Polo (short or long sleeve)
Available at local retailers	- Black Shoes (Athletic or Dress)
# 2402, 2403	- Black Belt
# 2208, 2209	- White Tights or Knee High Socks
# 1072, 1371	- Black Sweater (cardigan or pullover)
Available at HCS Office	- Red HCS Sweatshirt (crew neck or hooded)

Dress (Chapel) Uniform

<u>Item #</u>	<u>Item</u>
# 1286	- Khaki Kick Pleat Scooter
# 1460, 1040, 1034	- White Peter Pan Blouse (short or long sleeve)
Available at local retailers	- Black Mary Jane Style Shoes
# 2208, 2209	- White Tights or Knee High Socks
# 1072, 1371	- Black Sweater (cardigan or pullover)
# 1074	- Burgundy Cross Tie

Junior High Girls (Seventh & Eighth Grade)

Regular Uniform

Item #	Item
# 1373	- Khaki Long Skirt with Back Panel
# 1268	- Khaki Kick Pleat Skirt
# 1342	- Khaki Stretch Twill Capri
# 1356	- Khaki Below-Knee Length Bermuda Short
# 1273, 1315, 1345, 1364	- Khaki Pants
# 1378, 1377, 1033, 1038	- White Oxford Blouse (short or long sleeve)
# 1036, 1042	- White Pointy Collar Blouse (short or long sleeve)
# 1007, 1009, 1010, 1012	- White, Black, or Gold Polo (short or long sleeve)
Available at local retailers	- Black Shoes
# 2402, 2403	- Black Belt
# 2208, 2209, 2201	- White Knee Highs, White Tights, or White Crew Socks
# 1072, 1372	- Black Sweater (cardigan or pullover)
Available at HCS Office	- Red HCS Sweatshirt (crew neck or hooded)

Dress (Chapel) Uniform

Item #	Item
# 1373	- Khaki Long Skirt with Back Panel
# 1378, 1377, 1033, 1038	- White Oxford Blouse (short or long sleeve)
# 1036, 1042	- White Pointy Collar Blouse (short or long sleeve)
Available at local retailers	- Black Mary Jane Style Shoes or Flats
# 2208, 2209	- White Tights or Knee High Socks
# 1072, 1371	- Black Sweater (cardigan or pullover)
# 1074, 1031, 1132	- Burgundy Cross Tie, Burgundy Solid Tie

Elementary Boys (Kindergarten – Sixth Grade)

Regular Uniform

Item #	Item
# 1432, 1004, 1005, 1006Y, 1006Z, 1319	- Khaki Pants
# 1430, 1431, 1024, 1308	- Khaki Shorts
# 1017, 1020	- White Oxford Shirt (short or long sleeve)
# 1007, 1009, 1010, 1012	- White, Black, or Gold Polo (short or long sleeve)
Available at local retailers	- Black Shoes (Athletic or Dress)
# 2402, 2403	- Black Belt
# 2201	- White Socks
# 1027, 1370	- Black Sweater (cardigan or pullover)
Available at HCS Office	- Red HCS Sweatshirt (crew neck or hooded)

Dress (Chapel) Uniform

Item #	Item
# 1004, 1005, 1006Y, 1006Z, 1319	- Khaki Pants
# 1017	- White Oxford Long Sleeve
Available at local retailers	- Black Dress Shoes
# 2211R, 2214R, 2214V	- Black Socks
# 1027, 1370	- Black Sweater (cardigan or pullover)
# 1031, 1132	- Burgundy Tie

Junior High Boys (Seventh & Eighth Grade)

Regular Uniform

<u>Item #</u>	<u>Item</u>
# 1004,1005,1006Y,1006Z,1319	- Khaki Pants
# 1024, 1308	- Khaki Shorts
# 1017,1020	- White Oxford Shirt (short or long sleeve)
# 1007, 1009, 1010, 1012	- White, Black, or Gold Polo (short or long sleeve)
Available at local retailers	- Black Shoes (Athletic or Dress)
# 2402, 2403	- Black Belt
# 2201R	- White Socks
# 1027, 1370	- Black Sweater (cardigan or pullover)
Available at HCS Office	- Red HCS Sweatshirt (crew neck or hooded)

Dress (Chapel) Uniform

<u>Item #</u>	<u>Item</u>
# 1004,1005,1006Y,1006Z,1319	- Khaki Pants
#1017	- White Oxford Long Sleeve
Available at local retailers	- Black Dress Shoes
#2211R, 2214R, 2214V	- Black Socks
# 1027, 1370	- Black Sweater (cardigan or pullover)
#10303, 11323	- Burgundy Tie

All items (except shoes, HCS sweatshirts, & black sweaters other than cardigans) can be found and purchased through French Toast at www.frenchtoast.com .

School Code: **QS46Y4T**

Hair

- Color: Only natural hair colors are acceptable.
- Style: All student haircuts must be modest in taste and style (no extremes). Boys' hair length must not come down over or hang on shirt collars or cover the eyes (must be combed to not cover eyes).
- Accessories: All hair accessories (headbands, barrettes etc.) must match school uniform colors. (Black, White, Gold, Dark red/ Burgundy and Khaki)

Jewelry

- Girls: All jewelry must be metallic in color or match school uniform colors. (Black, White, Gold, Dark red/ Burgundy and Khaki) Girls may wear one earring per ear. No other pierced body parts. Dangling or large loops are not allowed for safety reasons. Necklaces are to be worn inside shirts.
- Boys: Pierced body parts and or earrings are not allowed. Necklaces are to be worn inside shirts.
- All: One wristband or bracelet may be worn per arm.

Makeup/Nail polish

Light natural colored nail polish may be worn by any female student K-7th. (i.e. light pink or clear)

No makeup is to be worn K-6th grades.

Girls in 7th & 8th grade may wear natural clean makeup with parental approval. The application must look natural. No lipstick or lip-gloss of any kind (chap stick ok); no heavy eye shadow or blush. (i.e. less is more) If a student is wearing excessive makeup, she will be asked to wash it off.

PE Uniforms (Junior High / Grades 7th – 8th ONLY)

- Shirt: Plain white or black t-shirt. Any current or prior year issue HCS t-shirt is also acceptable. Go Lions!
- Shorts / Pants: Black shorts (no shorter than 2 inches above the knee) or warm-up style track pants.
- Shoes: Athletic shoes (no color requirement; just be modest in style). Be ready to run!

Discipline

The following list of school rules are essential policies that we require all our students to be aware of and adhere to.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. No chewing gum, electrical music devices, guns, or knives are allowed on the school grounds or buses.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
5. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)

Etiquette Guidelines

1. Boys hold doors for girls.
2. Girls get in line first.
3. Lines must be straight and quiet.
4. Speak clearly and politely to the teacher, other adults and each other.
In 2nd - 8th grades: stand to speak in the classroom.

Discipline Policy

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the school principal. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

In the classroom for grades Kindergarten through Sixth students will be issued a discipline note (i.e. Red Note) for any occurrence of discipline issued during the school day. Junior High students are also issued their own J.H. Discipline Note for occurrences of discipline during the school day.

Love and forgiveness will be an integral part of the discipline of a student.

Junior High (7th & 8th Grade)

Teachers are to maintain the integrity of the classroom through proper classroom management and application of school rules and guidelines with the students. For students who are acting out, teachers will give the following:

- | | | |
|----|--------------|---|
| 1. | Warning I | Reminder of classroom / school rule(s) |
| 2. | Warning II | Student will forfeit their next break (morning or lunch) |
| 3. | Detention | Teacher speaks with student about behavior and assigns 45 min. after-school detention |
| 4. | Office Visit | Teacher refers student to the Principal for an office visit |

Teachers are to document all disciplinary actions and communications with students and or parents. Original documents are to be kept on file and copies are to be submitted to the Principal at the end of each week.

*** All detention assignments will be served after school from 3:15 – 4:00pm. Any student that does not report to an assigned detention will be given an automatic office visit with the school principal.

K – 8th Grade

I. Office Visits: There are five basic behaviors that will automatically necessitate discipline from the principal (versus the teacher). Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience in response to instructions.
4. Fighting, i.e. striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar or profane language, as well as taking the name of the Lord in vain.

During the visit with the principal, the principal will determine the nature of the discipline. The principal may require restitution, janitorial work, and parental attendance during the school day with their student, or other measures consistent with biblical guidelines, which may be appropriate.

If for any of the above, or other reasons, a student receives discipline from the principal, the following accounting will be observed.

1. The first two times a student is sent to the principal for discipline the student's parents will be contacted immediately afterward and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The third office visit will be followed by a meeting with the student's parents, principal, and executive director.
3. Should the student require a fourth office visit, a two-day suspension will be imposed on the student.
4. If a fifth office visit is required, the student will be expelled from the school.

II. Expulsion: The Harvest Christian School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his/her parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

III. Serious Misconduct: Should a student commit an act with such serious consequences that the principal deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct, which occurs after school hours.

IV. Readmittance: Should an expelled student desire to be readmitted to Harvest Christian School at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

Athletics

Harvest Christian School participates in two athletic leagues. The Middle School Sports League (MSSL) themssl.org & the South County Elementary Sports League

Cross Country	Co-Ed	5 th & 6 th Grade	7 th & 8 th Grade	Fall
Volleyball	Co-Ed	5 th & 6 th Grade	7 th & 8 th Grade	Fall
Flag Football	Co-Ed	4 th – 6 th Grade	n/a	Fall
Basketball	Boys	5 th & 6 th Grade	7 th & 8 th Grade	Winter
	Girls	5 th & 6 th Grade	7 th & 8 th Grade	Winter
Soccer	Co-Ed	5 th & 6 th Grade	7 th & 8 th Grade	Spring
Track & Field	Co-Ed	5 th & 6 th Grade	7 th & 8 th Grade	Spring
Wrestling	Boys	K – 8 th Grade		Spring

Medication

HCS staff members do not administer medication, prescription or non-prescription, except when absolutely necessary. Please consult with a physician to arrange dosage times that do not conflict with school hours.

Report Cards

Report cards are given on a quarterly basis. The first report card will be accompanied by a parent/teacher conference. Report cards are to be signed by a parent and returned to school promptly within 5 school days (i.e. issued out on a Friday; return by the following Friday).

Awards

The following awards are given quarterly:

Citizenship: This award is based upon the student's attitude, obedience, respect for others, effort, sportsmanship, and kindness.

Attendance: Outstanding attendance is given to those students with no more than 1 absence and 2 or less tardies. Perfect attendance is given to those students with no absences and 2 or less tardies.

Academic (3rd – 8th Grades):

Principal's List	GPA of 3.8 or above (No D, F, or U grades)
Honor Roll	GPA of 3.5 – 3.79 (No D, F, or U grades)
Honorable Mention	GPA of 3.2 – 3.49 (No D, F, or U grades)

PARENT INFORMATION

The staff at HCS strives to impart the highest academic standards and biblical principles and morals. Our best efforts, however, will avail little if what the children learn at school is not reinforced at home. Parents are encouraged regularly to attend a Bible-believing church and to become interested and actively involved with their child's education.

Grievance Policy

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Harvest Christian School. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Harvest Christian School's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

Students/parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should request a hearing from the Harvest Christian School Board.

Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate administrator.
2. If there is still no resolution, they should request a hearing from the Harvest Christian School Board.

3. This procedure applies to board members who are acting in their capacity as parents/patrons and not as representatives of the board.

PTF (Parent Teacher Fellowship)

The Parent Teacher Fellowship (PTF) at Harvest Christian School is a volunteer based group of dedicated parents who come together to provide support to teachers, staff and students, while building solid and lasting friendships with each other. For more information and to get involved please call the school office (707) 763-2954.

Volunteers

We do allow parent volunteering at HCS and we encourage parents to participate in volunteering if possible. There are many different ways to help out including:

Classroom aide, recess monitor, fieldtrip driver, special event helper, & more!

In order to be a volunteer we require you to go through the following steps:

1. Fill out a HCS Volunteer Application form (Available in HCS office)
2. Interview with HCS Administration (Scheduled by Appointment)
3. Be fingerprinted by 'Live Scan' (Call HCS Office)

Lost and Found

Please clearly mark your student's personal belongings with their name and keep all non-school related articles at home. All items found on campus will be taken to the lost and found bins. It is the responsibility of parents and students to check the lost and found for missing property. Unclaimed articles will be donated to charity at the end of each month.

Publications, Annuals, and Periodicals

The HCS Monthly Newsletter is published by the administration for parents. This newsletter may include information about such things as current events, helpful parenting tips, health information, and other news pertinent to the community of Harvest Christian School. Additionally, this newsletter may include policy updates and changes to this Parent-Student Handbook. Any updates and changes will become effective immediately once posted on the official school website and notice is published in the HCS monthly newsletter.

The Parent-Student Handbook contains information, guidelines, and school policies and practices that define and govern Harvest Christian School's academic, behavioral and financial expectations and operations for its students and parents. The Handbook can be found on the school website at www.harvestpetaluma.org. From time to time during the year the Parent-Student Handbook may be updated or amended. While copies of the handbook may have been previously downloaded, printed, and or distributed it should be noted that the handbook's official version will be found on the school's website. It is the responsibility of staff, students, and parents, to stay abreast of the contents of the Parent-Student Handbook as found on the school's official website. All policies within the handbook are in effect until amendments are posted on the official school website and notice is published in the HCS monthly newsletter.

The Harvest Christian School Yearbook is an annual book produced by Harvest Christian School which chronicles the students' school life and activities of each school year. The yearbooks are for sale by HCS and available at year end.