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# **PARENT & STUDENT HANDBOOK**

**2020 - 2021**

*Shaping Lives for Eternity*

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Serving Petaluma Since 2005

## Letter from the Principal

Welcome to Harvest Christian School

Dear Parents,

We at Harvest Christian are so very thankful for your interest in our school and for the Lord's plan for your family. We are excited to bring Classical and Christian education to both Petaluma and its surrounding communities in Sonoma County for going on 16 years. Our aim is to partner with you in the education of your children and help shape them to be lifelong learners, logical thinkers, exceptional communicators, and faithful Christians who love in both word and deed.

In Mark 12:30 Jesus answers a question posed to Him concerning the greatest commandment. His reply encapsulates the relationship and way of living Christians are to pursue. Christ said, "*And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.*" This whole person approach to loving the Lord is at the very core of HCS. Through our staff, instruction, school programs, and opportunities of fellowship we aim to honor God by how we live our lives. We want to partner with you parents who desire to have their children taught in a loving Christ & centered school environment where we strive for excellence in all we do heart, soul, mind, and strength.

Jesus goes on in Mark 12:31 to point out the second most important rule, "*You shall love your neighbor as yourself.*" Our students are instructed and encouraged to be citizens who think of others before themselves and look for opportunities to bless others who need help. By having Christ at the center of our lives, He equips us with loving hearts enabling us to truly love our neighbor and honor the Lord in all we think, say, and do. We hope you value and desire to be a part of Harvest for those reasons. Thank you for your interest in HCS, and may the Lord bless and keep you.

In Christ,



Jonathan Wraith  
Principal  
Harvest Christian School

# Table of Contents

- I. Letter from the Principal** (p. 1)
- II. Statement of Faith**
  - A. What We Believe (p. 3)
  - B. The Word (p. 3)
- III. Mission**
  - A. Mission Statement (p. 4)
  - B. Vision (p. 4)
  - C. School Philosophy (p. 4)
- IV. School Information**
  - A. History (p. 5)
  - B. Accreditation & Memberships (p. 5)
  - C. Non Discrimination Notice (p. 5)
  - D. General Information (p. 5)
  - E. Drop-off & Pick-up (p. 6)
  - F. Attendance Policy (p. 6-7)
  - G. School Day (p. 7)
  - H. Visitors (p. 7)
  - I. Extended Care Programs (p. 8)
- V. Admissions**
  - A. Admissions Process (p. 9)
- VI. Tuition & Fees**
  - A. Tuition & Fees (p. 10)
  - B. Financial Obligations (p. 11)
- VII. Classical Education**
  - A. What Do We Mean by Classical? (p. 12)
  - B. The Trivium (p. 13)
- VIII. Student Life & Guidelines**
  - A. Behavior & Attitude (p. 14)
  - B. Classroom Expectations (p. 14)
  - C. Cheating (p. 15)
  - D. Playground Conduct (p. 15)
  - E. Statement on Marriage and Human Sexuality (p. 15)
  - F. Conduct Out of School (p. 15-16)
  - G. Internet & Social Media (p. 16)
  - H. Discipline Policy (p. 16-17)
  - I. Academic Requirements (p. 17-18)
  - J. Report Cards (p. 18)
  - K. Awards (p. 19)
  - L. Athletics (p. 19)
  - M. Medication (p. 20)
- IX. Uniforms**
  - A. General Uniform Guidelines (p. 20-21)
  - B. Uniform Policy Standards (p. 21-22)
  - C. Girls Uniforms (p. 23-24)
  - D. Boys Uniforms (p. 25-26)
- X. Parent Information**
  - A. Volunteering (p. 27)
  - B. PTF - Parent Teacher Fellowship (p. 27)
  - C. Parent Weekly Prayer Meetings (p. 27)
  - D. Conflict Resolution / Grievance Policy (p. 27)
  - E. Drills & Emergencies (p. 28)
  - F. Parent Communication with Teachers (p. 28)
  - G. The Lord's Day Policy (p. 28)
  - H. Lost & Found (p. 28)
  - I. FACTS / Renweb (p. 28)
  - J. HCS Communications & Publications (p. 28-29)
  - K. HCS Calendar 2020-2021 (p. 29)

## Statement of Faith

### What We Believe

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- We believe the Bible is the divinely inspired Word of God, inerrant and infallible, and the final authority in matters of faith and practice. (II Timothy 3:16; II Peter 1:19-21)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Exodus 20:2-3; Matthew 28:19)
- We believe God created all things out of nothing, by His spoken word, according to the historical account of creation recorded in Genesis 1 and 2.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory. (Hebrews 1:2; Matthew 1:21-23; Colossians 3:1)
- We believe that for the salvation of the lost and sinful, regeneration by the Holy Spirit is absolutely necessary. (John 3:5)
- We believe that salvation is by grace alone through faith alone. (Ephesians 2:8-9)
- We believe that faith without works is dead. (James 2:17)
- 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; Galatians 5:22-23)
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation. (John 5:28; I Corinthians 15:52-53; Revelation 20:12-15)
- We believe in the spiritual unity of all believers in our Lord Jesus Christ, who ordinarily are organized in particular congregations that are engaged in the work of the church, including worship, discipleship, and evangelism, through the means given by God, especially the Word, ordinances, and prayer. (I Corinthians 11-14)

### The Word

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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** . . . . "You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."
- **Mark 12:30** . . . . "And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."
- **Proverbs 22:6** . . . . "Train up a child in the way he should go; even when he is old he will not depart from it."
- **Luke 10:2** . . . . "And he said to them, "The harvest is plentiful, but the laborers are few. Therefore pray earnestly to the Lord of the harvest to send out laborers into his harvest."
- **John 4:35** . . . . "Do you not say, 'There are yet four months, then comes the harvest'? Look, I tell you, lift up your eyes, and see that the fields are white for harvest.' "
- **Habakkuk 2:2-3** . . . . "And the Lord answered me: "Write the vision; make it plain on tablets, so he may run who reads it. For still the vision awaits its appointed time; it hastens to the end - it will not lie. If it seems slow, wait for it; it will surely come; it will not delay."
- **Luke 15:4** . . . . "What man of you, having a hundred sheep, if he has lost one of them, does not leave the ninety-nine in the open country, and go after the one that is lost, until he finds it?"
- **Psalms 127:1** . . . . "Unless the Lord builds the house, those who build it labor in vain. Unless the Lord watches over the city, the watchman stays awake in vain."
- **Matthew 5:14-16** . . . . "You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

# Mission

## Mission Statement

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Harvest Christian School serves faithful parents in educating and shaping students to joyfully pursue the Truth, Goodness, and Beauty found in Christ, within a distinctively classical education.

## Vision

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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 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

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**Spiritually** - "And you shall love the Lord your God with all your 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 interdenominational vision, HCS will strive to instruct, inspire, and engage students in worship, God's Word, prayer, and fellowship. We believe that we have a fresh, unique vision and approach to presenting these times of worship and the 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 your 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 your 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 lifelong learner.

**Athletically** - ". . . and with all of your 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, 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 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 Westside of Petaluma, California. By the end of our third year of operation the school had grown to over 130 students in grades Kindergarten through Eighth. HCS relocated to a commercial property 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 Eastside of Petaluma. The build out project, which transformed over 12,000 square feet of open space into ten classrooms, two administrative offices, and a library was completed in less than 60 days! This is a testament to God's faithfulness and the commitment of the Harvest Christian School community. 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.

### Accreditation & Memberships

Harvest Christian School is fully accredited by the Western Association of Schools and Colleges (WASC).

Accreditation:	WASC	Western Association of Schools and Colleges
Memberships:	ACCS	Association of Classical and Christian Schools
	ACSI	Association of Christian Schools International
	MSSL	The Middle School Sports League

### Non-discrimination Notice

Harvest Christian School admits students of any race, color, or national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students of the school. HCS 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.

### General Information

<b>School Motto:</b>	"Shaping Lives for Eternity"	<b>Grades:</b>	Transitional Kindergarten (TK) - 8th
<b>Address:</b>	3700 Lakeville Hwy, Ste 210 Petaluma, CA 94954	<b>Phone:</b>	(707) 763-2954
<b>Website:</b>	<a href="http://www.harvestpetaluma.org">www.harvestpetaluma.org</a>	<b>Fax:</b>	(707) 763-0159
<b>Email:</b>	<a href="mailto:info@harvestpetaluma.org">info@harvestpetaluma.org</a>		
<b>School Colors:</b>	Cardinal Red, Gold, & White	<b>School Mascot:</b>	Lion
<b>School Verse:</b>	Mark 12:30 - "And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.		

#### School Song:

Love the Lord your God with all your heart  
Love the Lord your God with all your soul  
With all your mind and strength  
This is the aim of our school  
Love the Goodness, Beauty, and the Truth  
Oh, praise Him! Oh, praise Him!  
Allelujah, Allelujah, Allelujah!

#### Operating Hours:

Office	08:00am - 03:45pm
School Day	08:45am - 03:15pm
Half Day	08:45am - 12:00pm
Morning Care	07:30am - 08:30am
Afternoon Care	03:30pm - 05:30pm

## Drop Off & Pick Up

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- **ALWAYS 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.
- Park in Harvest Christian School designated parking spots only . . . DO NOT PARK in either LabCon or TC Steel parking spaces.
- Do not park in the guest parking spots in the morning. It interrupts the flow at drop off.

### [ Morning Drop Off ]

- Students are dropped off at the school gate or front door area located in the flag pole round-about.
- When dropping off your student(s) in the morning, please follow the cones to the round-about. Pull all the way through and have your student's 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. 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 ]

- Students in grades K-6<sup>th</sup> will walk down to the parking area (*located at the southeast corner of the building*) 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*).
- Junior High students will be picked up by the flagpole round-about area.

## Attendance Policy

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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.

### Unplanned Absences (UA)

- Parents/guardians should contact the HCS office via telephone or email by 9:00 am on the first day of the unplanned absence.

### Planned Absence (PA)

- If a student has a scheduled appointment, the student must bring a written excuse signed by the parent or guardian at least one (1) day in advance of the absence.
- All work assigned during a planned absence of one (1) or two (2) days will need to be completed. See Make-up Work Policy.
- If the student misses part of a day due to a planned absence, any missed assignments are due as assigned.
- It is the student's responsibility to gather the missing assignments and due dates from his/her teachers before leaving for the day.

### Extended Planned Absence (EPA)

- If a student is voluntarily absent for **three (3) or more** consecutive days, the parents need to notify the teachers as well as fill out and turn in an **Extended Planned Absence Form** to the office with an explanation of the circumstances.

- Notification should be made a minimum of **seven (7)** school days in advance of the first absent day.
- The administration approved **Extended Planned Absence Form** will be given to the teacher(s) within one (1) school day following parental submission to HCS, and will permit the teacher(s) to compile the necessary schoolwork that the student would otherwise miss.
- The teacher(s) will provide the parent(s) within two (2) days of receipt of the **Extended Plan Absence Form**, the compiled **Teacher Work Form** identifying the assigned work to be completed during the absence for review and signature by the parent(s.)
- Pre-assigned work must be submitted no later than the **second (2<sup>nd</sup>)** school day and any scheduled test needs to be completed within five (5) school days following the return to school, unless otherwise indicated and agreed to on the Teacher Work Form.
- It is recommended that prior to any EPA, the student(s) work ahead as much as possible. This eliminates both the need for the student to work while away and to do a significant amount of make-up work upon return.

#### **Make-Up Work**

- For students who miss school due to a PA or UA, those students will have the same number of days as they missed to make-up the work after they return (e.g. If absent for one (1) day, the student has one (1) day to make it up).
- Homework will be available in the office for pick up after school by 3:45 pm the day of the absence or by 8:45 am the day following the absence. Please make every effort to pick up the work from the office at that time. If a student will be absent and knows beforehand,( i.e. EPA) please refer to Extended Planned Absence policy and accompanying EPA form.

#### **Maximum Absences**

- In the event a student is absent from a class or from school for more than **ten (10) days** during one (1) semester (for any reason), the student may not receive credit for that time period. Students and the student's parents are encouraged to meet with the Administration and teacher(s) to determine a plan for the student to receive a letter grade, if possible, or in the alternative a grade of P (pass) or F (fail) on the report card.

## **School Days**

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- 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 daycare program (TK-8<sup>th</sup>). 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 seats 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 daycare (TK-8<sup>th</sup>).
- Use of school phones by students is reserved for emergencies only after gaining permission from the administration, 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.

## **Visitors**

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- 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.

## Extended Care Program

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Harvest Christian School provides before and after school care and supervision for students TK & 8<sup>th</sup> grade. Any student in TK & 8<sup>th</sup> 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.

<b>Hours of Operation:</b>	07:30am – 08:30am	&	03:30pm – 05:30pm
<b>Cost:</b>	\$10.00 / student per hour	OR	\$5.00 / student per half-hour
<b>Late Charge:</b>	After 5:30pm the hourly rate increases to \$60.00 / student per hour		

### 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, indoor games, as deemed by the extended care staff.

### 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 they have been given permission by the administration. 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 outdoor 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: cellphones, iPods/iPads, 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.

# Admissions

## Admissions Process

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- ❑ **Step 1 - Student Application:** Submit a completed **Student Application** form along with a non-refundable application processing fee.
- ❑ **Step 2 - Academic Entrance Exam:** All K-8 student applicants will be given an **Academic Entrance Exam** to identify their current skill level. To enter kindergarten students must be 5 years old on or before September 1st and complete our free “Kindergarten Readiness Test”. (*All students entering TK must be 4 years old on or before September 1st.*) To arrange a testing appointment, please call (707) 763-2954 or email [info@harvestpetaluma.org](mailto:info@harvestpetaluma.org). All other prospective students will be required to submit records (i.e. report cards, standardized testing scores) from their most recently attended school.
- ❑ **Step 3 - Letter of Recommendation:** Submit a **Letter of Recommendation** from your pastor or teacher. We prefer a pastoral letter of recommendation when possible. If this is not applicable, recommendations will be accepted from the reference of your choice (i.e. coaches, scout leaders, etc.).
- ❑ **Step 4 - Teacher Recommendation Forms:** Submit a completed **Teacher Recommendation Forms** for the applicable grade you are applying to. This form must be filled out by your child’s current or most recent teacher and mailed directly to Harvest Christian School in the envelope provided. These forms are available on our school website or at our school office.
- ❑ **Step 5 - Family Interview:** After your completed application has been received and reviewed, you will be contacted by HCS to schedule a **Family Interview**. Both parents or guardians and student(s) will interview with the school administration. During the interview process your student’s academic goals and readiness will be discussed.

\*\*\* Following the family interview you will be notified of the school administrations decision by email. If you are accepted as a student at HCS a non-refundable registration fee is required at that time to secure your spot in class. \*\*\*

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*“And you shall love the Lord your God with all your heart  
and with all your soul and with all your mind  
and with all your strength.”*

**Mark 12:30**

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## Tuition & Fees

<b>Student Application Fee</b>	\$ 35.00 per student
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\*\*\* Application, Registration, and Building Fees are non-refundable. \*\*\*

<b>Registration Fee</b>	<b>1st Student</b>	<b>2nd Student</b>	<b>3rd Student</b>	<b>4th Student</b>
	\$ 400.00	\$ 300.00	\$ 275.00	Free

<b>Building Fee</b>	\$ 200.00 per student
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\*Schedule of Fees listed is for the 2020 - 2021 school year at HCS.

<b>TK 'Full Day' Plans</b>	<b>5 Days Per Week</b>	<b>3 Days Per Week</b>	<b>2 Days Per Week</b>
	\$ 5,550.00	\$ 4,550.00	\$ 3,800.00
<b>TK 'Half Day' Plans</b>	<b>5 Days Per Week</b>	<b>3 Days Per Week</b>	<b>2 Days Per Week</b>
	\$ 4,300.00	\$ 4,050.00	\$ 3,800.00
<b>K - 5th Tuition</b>	\$ 7,995.00	<b>Early Tuition Payment Discount:</b> <i>A 2.5% discount is applied if the total annual tuition is paid in full by August 31, 2020.</i>	
<b>6th - 8th Tuition</b>	\$ 8,750.00		

### Multi-Child Tuition Discount:

- 1<sup>st</sup> Student – 100% Tuition
- 2<sup>nd</sup> Student – 90% Tuition
- 3<sup>rd</sup> Student – 70% Tuition
- 4<sup>th</sup> Student – 1<sup>st</sup> child full price; all others 40% off tuition (*for families with 4 plus children*)

## Financial Obligations

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### Tuition Billing & Payments \*\*\*\*

- Tuition will be invoiced monthly on the 4th of each month via email to school families. Tuition payments are due by the 15th of each month. If payment is late, after the 15th day, a late charge of \$25 will be applied to the account.

### Withdrawal / Tuition Refund

- **If a student withdraws from HCS during the school year, the following is required prior to an effective withdrawal:**
  - Submission of a completed official 'Withdrawal Form' from the school office, which includes parent and school administrator signatures.
  - The returning of all school issued textbooks to HCS (classroom text, library books, etc.).
  - All athletic uniforms and equipment returned to the school office.
  - Payment of any outstanding tuition and or fees (i.e. extended care, athletic team fee, elective or club fee, etc.)
  - A student's records will not be released to any other schools if the above requirements are not met.
- **Contingent upon completion of the proper withdrawal form, tuition will be refunded on the following basis:**
  - Early withdrawal will result in financial obligation according to the following schedule:
    - Withdrawal between Aug. 18 – Dec. 31, 2020 50% of total annual tuition
    - Withdrawal between Jan. 01 – May 21, 2021 100% of total annual tuition

## Classical Education

### What Do We Mean by Classical?

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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 combines 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).

#### **An excerpt from, "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."

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*"Train up a child in the way he should go;  
even when he is old he will not depart from it."*

*Proverbs 22:6*

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## The Trivium

Derived from 'The Lost Tools of Learning' by Dorothy Sayers – (Compiled by Logos School, Moscow, ID)

<b>Beginning Grammar (Pre-Polly)</b>	<b>Grammar Stage (Poll-Parrot)</b>	<b>Logic Stage (Pert)</b>	<b>Rhetoric Stage (Poetic)</b>
Grades TK – 2nd	Grades 3rd – 6th	Grades 6th – 9th	Grades 10th – 12th
Ages 4 - 8	Ages 9 - 11	Ages 12 - 14	Ages 15 - 18
<b>Student Characteristics:</b>	<b>Student Characteristics:</b>	<b>Student Characteristics:</b>	<b>Student Characteristics:</b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, songs, projects</li> <li>3. Short attention span</li> <li>4. Wants to touch, taste, feel, smell, &amp; see</li> <li>5. Imaginative, creative</li> <li>6. Likes chants, clever, repetitious word sounds</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes to explain, figure out, talk projects</li> <li>3. Wants to relate own experiences to topic, or just tell a story</li> <li>4. Likes collections, organizing items</li> <li>5. Likes chants, clever, repetitious word sounds</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Likes to organize items, others</li> <li>4. Shows off knowledge</li> <li>5. Wants to know "behind the scenes" facts</li> <li>6. Curious about 'why?' for most things</li> <li>7. Thinks, acts as though more knowledgeable than adult</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interests, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
<b>Teaching Methods:</b>	<b>Teaching Methods:</b>	<b>Teaching Methods:</b>	<b>Teaching Methods:</b>
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build</li> <li>5. Use body movements</li> <li>6. Short, creative projects</li> <li>7. Show and Tell, drama, hear / read / tell stories</li> <li>8. Field trips</li> <li>9. Lay conceptual understanding of letters, numbers, associated meanings</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands on work, projects</li> <li>2. Field trips, drama</li> <li>3. Make collections, displays, models</li> <li>4. Integrate subjects through above means</li> <li>5. Teach and assign research projects</li> <li>6. Recitations, Memorization</li> <li>7. Drills, games</li> <li>8. Coral / written presentations</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> <li>3. Drama, re-enactments, role playing</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic</li> <li>6. Research projects</li> <li>7. Oral / written Presentations</li> <li>8. Guests speakers, trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations</li> <li>2. Guide research in major areas with goal of synthesis of ideas</li> <li>3. Many papers, speeches, debates</li> <li>4. Give responsibilities, e.g. working with younger students, organize activities</li> <li>5. In depth field trips, even overnight</li> <li>6. Worldview discussions / written papers</li> </ol>

## Student Life & Guidelines

### Behavior & Attitude

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- Students are expected to cooperate with basic Christian standards of behavior and conversation.
  - 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 (unless approved by administration).
- 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.
- Harvest Christian School is not a place where romantic relationships between students will be permitted.
  - Public displays of romantic affection are not allowed.
    - Students who participate in this way will be sent to the Principal / Vice Principal and the student's parents will be notified.
- Students will be encouraged to “build each other up” as brothers and sisters in Christ.
- Students are to respect each other's personal space and refrain from physical contact.

### Classroom Expectations

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- 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 (cell phones, iPods, gaming systems, etc.), skateboards, and skates are not permitted inside school buildings or on 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.
- Cell phones are not to be used on campus by students. If a student brings a cell phone to school, they must turn it in to the school office for the duration of the day.
  - Upon picking up a cell phone, students must keep them in their bag until leaving campus.
  - In an emergency situation, students may use a cell phone with permission from school staff.

## Cheating

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- Cheating is not allowed nor tolerated at HCS. Cheating involves 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.
- Students caught cheating will be given a "0" grade on the assignment / test / etc. and sent to an administrator for an Office Visit. Parents will be notified by an administrator.

## Playground Conduct

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- Students are to stop playing when the whistle sounds and 'freeze' after the whistle is blown.
  - Then proceed to line and the 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.

## Statement on Marriage and Human Sexuality

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We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image of God. Therefore, we believe that rejection of one's biological sex in any form of transgenderism is sinful. (Genesis 2:20-24, Matthew 19:3-8, Deuteronomy 22:5)

We believe that the divinely ordained institution of marriage is the exclusive, lifelong union of one man and one woman bound together in covenant. We believe that God has commanded that no sexual activity be engaged in outside of such marriage. We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bestiality, incest, and use of pornography, is sinful. (Exodus 20:14, Matthew 5:27-28, Galatians 5:19-21, Matthew 22:23-30, Leviticus 18:22)

We expect our staff, volunteers, and students to live by such teaching on marriage and human sexuality. (Romans 12:6-13, Psalm 111:10, Galatians 5:16-25)

## Conduct Out of School

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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.

1. **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.
2. **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.

3. **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.

## Internet & Social Media

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Students at Harvest Christian School are responsible for good behavior on the internet and social media platforms just as they are in a classroom or school setting. Any user of the internet / social media are responsible for their behavior and communications and ensure that any and all use is inline with the standards and requirements (both on and off campus) of being a student at HCS and a part of it's school community. Violations by students will lead to suspension and or expulsion.

The following are not permitted:

- Sending or displaying offensive messages, pictures, or videos.
- Using obscene or offensive language.
- Harassing, tormenting, threatening, embarrassing, humiliating, insulting or attacking others.

## Discipline Policy

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

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- 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.
- No chewing gum, electrical devices, guns, or knives are allowed on the school grounds.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- 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 and their family will be charged for lost or damaged textbooks.

### Etiquette Guidelines

- Boys hold doors for girls.
- Girls get in line first.
- Lines should be straight and quiet.
- Students should speak clearly and politely to the teacher, other adults, and each other.
- In grades 2nd - 8th, students should stand to speak in the classroom.

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 to regularly attend a Bible believing church and to become interested and actively involved in their child's education.

### Discipline Policy

The kind and amount of discipline (correction) will be determined by the Teachers, and if necessary, administration (Principal / Vice 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. *Love and forgiveness will be an integral part of the discipline of a student.*

**I. Office Visits:** There are six basic behaviors that will automatically necessitate discipline from the Principal / Vice Principal (versus the teacher). Those behaviors are:

1. **Disrespect** shown to any staff member. Staff members will be the judge of whether or not disrespect has been shown.

2. **Dishonesty** in any situation while at school, including lying, cheating, stealing and plagiarism.
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.
6. **Gossiping** – This includes talking, spreading of rumors, or writing of personal, sensational or intimate nature about others.

During the visit with the administration, the Principal or Vice Principal will determine the nature of the discipline. The administration may require restitution, after school detention, 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 administration, the following accounting will be observed.

1. The first **two times** a student is sent to the administration 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 and administration (Principal / Vice Principal).
3. Should the student require a **fourth office visit**, a single or multiple day suspension will be imposed on the student.
4. If a **fifth office visit** is required, the student may be up for indefinite suspension / expulsion from the school at the discretion of the school administration and board.

**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 up for expulsion from the school at the discretion of the school administration and board.

**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 **indefinite suspension** imposed immediately, in which case the matter will be reviewed by the school board who will act to either lift the suspension or expel the student. Such board review is to be conducted as soon as possible following the incident, ordinarily within five business days. Examples of such serious misconduct include: *acts endangering the lives of other students or staff members (including threats of any kind: verbal, physical, etc.), gross violence/vandalism to the school facilities, violations of civil law, or any gross act in clear contradiction of scriptural commands*. Students may be subject to school discipline for serious misconduct, which occurs after school hours and or off campus.

**IV. Re-admittance:** 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.

## Academic Requirements

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### **Grade Promotion**

Current students must meet the following criteria to be promoted to the next grade level in the Grammar and Logic schools:

- **Grammar School (K-5<sup>th</sup>):** Students must pass core academic classes (Math, Writing/Grammar, Reading) with at least a 70% average for the year based on report card grade for all four quarters. Students must also have no more than one "F" in a subject area for the year based on report card grades for all four quarters.

- **Logic School (6<sup>th</sup>-8<sup>th</sup>):** Students must pass core academic classes (Math, English, History) with at least a 70% average for the year based on report card grades for all four quarters. Students must also have no more than one “F” in a subject area for the year based on report card grades for all four quarters.

**8<sup>th</sup> Grade Graduation Requirements**

- Graduating students from HCS must successfully complete their 8th grade year with a minimum cumulative GPA of 2.0 (C) for the year. Students must pass History, Math, English with at least a 70% average for the year based on report card grades for all four quarters. Students must have no more than one “F” in a subject area for the year based on report card grades for all four quarters.

**Academic Eligibility for Sports / Extracurricular Activities**

- All students participating in extra-curricular activities must maintain an overall grade point average (GPA) of 2.0 or above at the end of the quarter (grading period) preceding the start of a new season. Each participant is expected to maintain a GPA of 2.0 or higher for the duration of the season. If a participant’s GPA falls below a 2.0, he or she will meet with the respective coach, director, and Principal to assess the student’s eligibility for the remainder of the season.

**Academic Probation**

- This policy is intended to provide additional motivation to students (grades 3<sup>rd</sup>-8<sup>th</sup>) whose academic achievements are not measuring up to their capability. A written record explaining this decision will be signed by the Principal and/or respective Vice-Principal and placed in the student’s file.
- Students (grades 3<sup>rd</sup>-8<sup>th</sup>) must maintain at least a 2.0 grade point average during any two consecutive quarters.
  - Grade point averages for every student will be calculated at the end of each quarter.
  - If a student’s GPA is below 2.0 (i.e., a “C” average), he or she will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
  - If at the end of the next quarter the student’s GPA (for the quarter) has not risen to at least a 2.0, that student may be expelled.

**Guidelines for Assigning Homework**

- Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher’s poor planning or in place of an assignment, which could have been completed in school. The necessity for doing homework will vary from grade to grade and even from student to student.
- The guide below should be regarded as *maximum times*, not as required minimum times, and then only *if* homework is assigned. In any event of homework normally being assigned, a planner should be used in the grammar grades and a similar planner should be used in the logic grades.

**GRADE MAXIMUM APPROXIMATE TIME PER WEEK NIGHT\***

TK & Kindergarten	None	4th & 5th Grade	45 minutes
1st & 2nd Grade	20 - 40 minutes (infrequently)	6th Grade	45 - 60 minutes
3rd Grade	30 - 45 minutes (as needed)	7th & 8th Grade	60 - 90 minutes

\*Normally homework is not to be assigned over the weekend or over holidays and vacation periods.

**Report Cards**

Harvest Christian is dedicated to keeping parents and students informed of academic development throughout the school year. Report cards are issued on a quarterly basis through FACTS (RenWeb). The first quarter report card will be accompanied by a required parent/teacher conference. Subsequent meetings will be scheduled upon request by parents or teachers.

## Awards

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The following awards are given quarterly:

- **Attendance:** Outstanding attendance is given to students with no more than 1 absence and 2 or less (FEWER) tardies OR no absences and no more than 4 tardies. Perfect attendance is given to students with no absences and 2 or less (FEWER) tardies.
- **Citizenship:** This award is based on the student's attitude, obedience, respect for others, effort, sportsmanship, and kindness.
  - **Josiah Award:** Quarterly award given to a student in K – 2nd grade that demonstrates a special affection for the things of the Lord. The student loves scripture and prayer and exhibits God's love everyday in both deed and word.
  - **Timothy Award:** Quarterly award given to a student in 3rd & 5th grade that exemplifies humility and faithfulness in both character and work ethic.
  - **Joshua Award:** Quarterly award given to a student in the 6th – 8th grades that demonstrates servant leadership and provides a Godly example to others.
- **Academic (3rd – 8th Grades):**
  - **Principal's List** - GPA of 3.80 or above (No D, F, or U grades)
  - **Honor Roll** - GPA of 3.50 – 3.79 (No D, F, or U grades)
  - **Honorable Mention** - GPA of 3.20 – 3.49 (No D, F, or U grades)
- **Heart of Harvest Award:** This special award is given to a graduating eighth grade student who has exemplified the character and spirit of Harvest Christian School during their time in attendance (serving others). The Heart of Harvest Award is given out at the end of each school year.

## Athletics

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HCS participates in two athletic leagues: The Middle School Sports League (MSSL) & the South County Elem. Sports League.

SEASON	SPORT	COMPOSITION	ELEMENTARY	JUNIOR HIGH
Fall	Cross Country	Coed	5th & 6th	7th & 8th
Fall	Volleyball	Coed	5th & 6th	7th & 8th
Fall	Flag Football	Coed	5th & 6th	n/a
Winter	Basketball	Boys	5th & 6th	7th & 8th
Winter	Basketball	Girls	5th & 6th	7th & 8th
Spring	Soccer	Coed	5th & 6th	7th & 8th
Spring	Track & Field	Coed	5th & 6th	7th & 8th

## Medication

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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.

## Uniforms

### General Uniform Guidelines

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A 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.

**Students who violate the school uniform policy and guidelines will face disciplinary action including: loss of recess, assigned garbage duty, loss of attending a field trip, and in extreme cases the student will be sent home. For repetitive, and or out right rebellious uniform violations, a meeting with the student, their parents, and the school administration will be held to solve the outstanding uniform compliance issues.**

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 oneself.
- 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 think, 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, whether 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 in the past love this aspect of school uniforms.

#### Uniform Particulars

Harvest Christian School does require its students to wear a uniform. Adherence to this uniform is MANDATORY and will be closely monitored through routine staff inspections. The school administration reserves the final authority when there is any question of the student's adherence to the dress code.

#### Dress Down Days (TK-8th Grade)

Periodically throughout the school year there may be 'Dress Down Days' scheduled. On these days students of all ages are free to wear the outfit of their choosing as long as it falls within school guidelines.

- Skirts must not be shorter than one inch above the knee and worn with shorts underneath for modesty.
- No spandex shorts, spandex pants (i.e. Yoga / Athletic pants), or jeggings.
- No tank tops for girls or boys.
- No flip-flops for safety reasons (Slip-on shoes ok for all grades only on 'Dress Down Days').

### Uniform Policy Standards

- All shorts, pants, skirts, and jumpers are to be solid KHAKI colored.
  - NO stone or sand colors will be allowed, and a violation notice will be issued.
- 6th-8th graders ONLY will be permitted to wear black pants, shorts, or skirts if preferred over the khaki color.
- Pants and shorts may be pleated or flat front in style and must be a proper fit in both waist and length.
  - NO cargo style or denim is allowed.
- All pants and shorts must be worn with a solid black belt, and tucked in (except at recess or PE periods).
- All Skirts must be NO shorter than 1" above the knee, and NO longer than 1" below the knee.
  - Skirts should be a plain A-line or pleated style.
  - No embellishments, pockets or ruffles will be allowed.
  - For example, NO rhinestones, beading, belts, etc. will be allowed.
- Shorts must be worn under all skirts and jumpers for modesty, and must be white or black in color.
  - These shorts are known as athletic, bike or ballet shorts.
- For everyday wear Girls TK-8th may wear a Solid Black button front sweater or a red Harvest sweatshirt (crew or hoodie) available for purchase in the school office.
  - Black HCS sweatshirts are allowed for 6th-8th grade.
- Boys TK-8th must wear a Solid Black V-Neck Vest or Long Sleeve V-Neck Pullover Sweater for Chapel.
  - For every day, boys may wear any solid black pullover sweater (no hoods) or red Harvest Sweatshirts available for purchase in the school office.
  - Black HCS sweatshirts are allowed for 6th-8th grade.
  - NO BUTTON UP STYLE SWEATERS.
- Girls' socks, white in color must be worn at all times.
- TK-5th grade GIRLS: ON CHAPEL DAYS KHAKI SKIRTS, WHITE BLOUSES WITH BLACK BUTTON-UP SWEATERS, KNEE HIGH WHITE SOCKS WITH ALL BLACK MARY-JANE STYLE SHOES, AND BURGUNDY CROSS TIES ARE REQUIRED.
  - No images, or designs (i.e. polka-dots, stripes, characters, etc.).
  - No nude stockings, capris-style tights or leggings (or "jeggings") will be allowed.
- For 6th-8th grade GIRLS: ON CHAPEL DAYS BLACK SKIRTS, WHITE BLOUSES WITH BLACK BUTTON-UP SWEATERS, KNEE HIGH WHITE SOCKS WITH ALL BLACK MARY-JANE STYLE SHOES OR SLIP-ONS, AND BURGUNDY NECK TIES ARE REQUIRED.
  - No images, or designs (i.e. polka-dots, stripes, characters, etc.).
  - No nude stockings, capris-style tights or leggings (or "jeggings") will be allowed.
- For TK-5th grade BOYS: ON CHAPEL DAYS KHAKI PANTS WITH BLACK BELT, BLACK PULLOVER SWEATERS WITH WHITE COLLARED OXFORD SHIRT, BLACK SOCKS WITH BLACK CHAPEL SHOES, AND BURGUNDY NECK TIE ARE REQUIRED.
- For 6th-8th grade BOYS: ON CHAPEL DAYS BLACK PANTS WITH BLACK BELT, BLACK PULLOVER SWEATERS WITH WHITE COLLARED OXFORD SHIRT, BLACK SOCKS WITH BLACK CHAPEL SHOES, AND BURGUNDY NECK TIE ARE REQUIRED.
- Boys' socks must be worn at all times.
  - Solid white or black crew or ankle socks are required for everyday wear and BLACK SOCKS MUST BE WORN ON CHAPEL DAYS.
- Girls' shoes must be solid black in color and have rubber soles for safety reasons.
  - For every day, girls (K-8th) may wear black "converse, vans or any athletic" style tennis shoes or solid black Mary-Jane style shoes (K-5th GRADES MUST HAVE STRAP ACROSS FOOT & A RUBBER SOLE).
  - NO SLIP ONS OR HEELS (except for 6th-8th grades who MAY wear slip-on style with out strap, but NO heels or wedges will be allowed).
  - For Chapel Days, girls (TK&5th grades) MUST wear Mary-Jane Style solid black shoes (does not have to be patent or shiny) and knee socks.
  - Girls 6th through 8th grade may wear Mary-Jane Style solid black shoes or Slip-On Style for Chapel as well as for every day.
  - All shoe violations will be enforced.
- Boys (K-8th) must wear a black athletic shoe.
  - Laces, soles, ETC must be BLACK or WHITE.

- Shoes may tie or Velcro.
  - NO SLIP ON Styles for safety reasons.
  - On Chapel Days boys TK-8th must wear solid black dress shoes, slip on or tie style is OK.
  - Must have closed toe and a back, along with a slight heel.
- Jackets or HCS sweatshirts may be worn for recess, but black uniform sweaters or HCS sweatshirts will be required in the classroom (if the child needs additional layers) instead of a jacket.
  - Students are expected to dress in accordance with their biological sex; transgender dress is not permitted.
  - **PLEASE REMEMBER TO LABEL ALL OF YOUR CHILDRENS' CLOTHING!** . . . Our lost and found is always overflowing with lost articles.

### Uniform Exchange

- If you are in need of an item there is a uniform exchange in the school office.
  - If you are exchanging an item it must be in "LIKE NEW" condition.
  - If you need an item and are not exchanging anything, all items are \$5 each.
  - All item numbers listed below are from the FRENCH TOAST retailer.

### Retailer Information:

French Toast: [www.frenchtoast.com](http://www.frenchtoast.com)

Harvest Christian School Code: **QS46Y4T**

- All REQUIRED CHAPEL UNIFORM ITEMS MAY BE PURCHASED through the French Toast retailer, except the boy's pullover long sleeve black sweater, which may be purchased through Old Navy. You are welcome to purchase items anywhere you choose as long as clothing matches and complies with the uniform requirements listed. When purchasing from French Toast enter Harvest Christian School's code (QS46Y4T). Retailers such as Old Navy, Gap, and Kohl's all sell comparable items, but please note that KHAKI IS THE ONLY Harvest approved color for pants, skirts, etc. Black pants, skirts, shorts are OK for 6th-8th graders ONLY. NO STONE OR SAND will be accepted.

### Hair, Hats, Jewelry, Accessories, & Makeup

- Hair - Girls and boys hair must be neat, clean, and natural in color.
  - Boys' hair length must not come down over or hang on shirt collars or cover the eyes.
- Hats & Accessories - ONLY HCS issued hats are allowed to be worn on campus, but not in the classrooms. Any other type of hat or head covering is not allowed (unless permitted by the school administration - i.e. for 'SF Giants Day, etc.).
  - All hair accessories must be modest in appearance not drawing attention so as to create a distraction to the academic environment, and must not be a safety hazard.
- Jewelry & Girls only may wear one small pair of earrings at a time, one in each ear (no hoops or dangling earrings for safety).
  - No other visible rings or studs are permitted.
  - For boys, pierced body parts and or earrings are not allowed.
  - One modest watch is permitted that does not make noise and or cause distractions.
- Makeup (7th Grade Girls and up only) - Girls in the 7th grade and up 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.

## Girls Uniforms

TK-2 <sup>nd</sup> Girls Jumper Item # 1352 (Khaki)	TK-8 <sup>th</sup> Girls Skirt Item # 1455 (Khaki)	TK-8 <sup>th</sup> Girls Skirt Item # 1302 (Khaki)	6 <sup>th</sup> -8 <sup>th</sup> Girls Skirt Item # 1268 (Black)
			
<p>*** Jumpers and skirts must be no shorter than 1 inch above the knee. Any khaki skirt or scooter is acceptable, BUT MUST MEET LENGTH &amp; COLOR REQUIREMENTS. All students who wear skirts or jumpers MUST wear White/Black bike shorts underneath for modesty. ***</p>			

TK-8 <sup>th</sup> Girls Shirts Item # 1012 (White)	TK-8 <sup>th</sup> Girls Shirts Item # 1012 (Black)	TK-8 <sup>th</sup> Girls Shirts Item # 1593 (White)	TK-8 <sup>th</sup> Girls Black Sweater Item # 1371 (Black)
			
<p>*** No pockets or logos accept the Harvest logo. Polo and Peter Pan Blouse in short or long sleeve</p>			<p>*** Girls may wear a plain black button down cardigan sweater or red HCS sweatshirt for regular dress days.</p>

TK-8 <sup>th</sup> Girls Shorts Items #1431 & #1303 (Khaki)	TK-8 <sup>th</sup> Girls Pants Item #1315 & #1573 (Khaki)	6 <sup>th</sup> -8 <sup>th</sup> Girls Shorts Items #1431 & #1303 (Black)	6 <sup>th</sup> -8 <sup>th</sup> Girls Pants Item #1315 & #1573 (Black)
 	 		

\*\*\* Khaki is the TK-8th option . . . . Black is 6th-8th (ONLY) additional option. \*\*\*

TK-8 <sup>th</sup> Girls Cross Tie Item # 10744 (Burgundy)	K-8 <sup>th</sup> Black Belt (Not required for TK or K)	TK-8 <sup>th</sup> White Knee Socks	TK-8 <sup>th</sup> White Crew / Ankle Socks
			

\* **TK Girls Shoes:** Any color athletic closed toe shoe with a rubber sole that ties, slips on, or Velcros. No commercial characters.

**K-8th Girls Every Day Shoes**

Shoes must be black (white sole / edges ok!), athletic, and have a rubber sole for safety. They must also tie or Velcro. Mary-Jane style shoes are also acceptable – they must be black, have a strap, and a rubber sole.

			
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**TK-5th Girls Chapel Dress Shoes**

**6th-8th Girls Chapel Dress Shoes**

Black Mary-Jane style ONLY on Dress Chapel Days (must have strap)

Girls 6th-8th may wear black Mary-Jane style shoes or black slip-ons

		
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## Boys Uniforms

TK-8 <sup>th</sup> Boys Shorts Item #1430 or #1431 (Khaki)	TK-8 <sup>th</sup> Boys Pants Item #1524 (Khaki)	6 <sup>th</sup> -8 <sup>th</sup> Boys Pants Item #1430 or #1431 (Black)	6 <sup>th</sup> -8 <sup>th</sup> Boys Pants Item #1524 (Black)
			
<p>*** Boys shorts and pants must be khaki colored (no stone or sand), ONLY 6th-8th Grade boys, may wear black in addition to khaki. NO CARGO or DENIM styles are allowed. ***</p>			

TK-8 <sup>th</sup> Boys Shirts Item #1009 or #1012 (White)	TK-8 <sup>th</sup> Boys Shirts Item #1009 or #1012 (Black)	TK-8 <sup>th</sup> Boys DressShirt Item #1014, #1021, #1017, #1020 (White)	TK-8 <sup>th</sup> Boys Black Sweater Item # 1029 (Black) Item #1370 (Black)
			 
<p>*** Short or Long sleeve polo – no logos or pockets.</p>		<p>*** Long sleeve sweater or sweater vest &amp; mandatory on Chapel Days.</p>	

TK-8 <sup>th</sup> Boys Tie Item #10311, #11323 (Burgundy)	K-8 <sup>th</sup> Black Belt (Not required for TK or K)	Solid Black or White Socks	
			

**\*TK Boys Shoes:** Any color athletic closed toe shoe with a rubber sole that ties, slips on, or Velcros. No commercial characters.

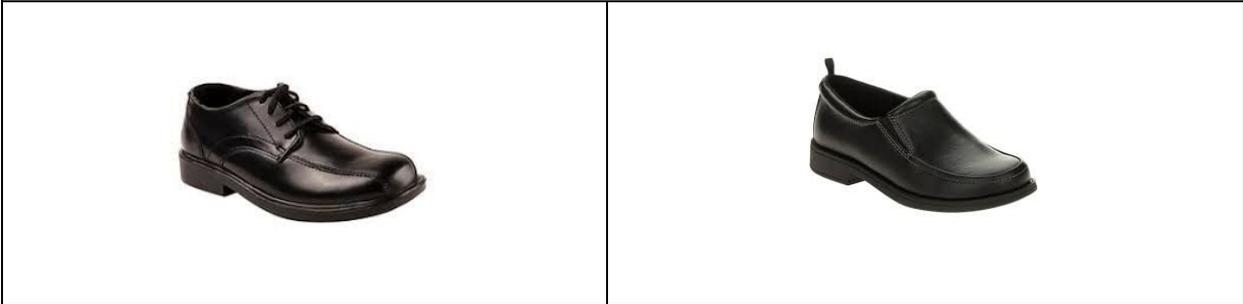
**K-8th Boys Every Day Shoes**

Shoes must be black (white sole / edges ok!), athletic, and have a rubber sole for safety. They must also tie or Velcro.



**TK-8th Boys Chapel Dress Shoes**

Dress shoes must be solid black, can tie, or be slip on (must be closed toe and have a back).



## Parent Information

### Volunteering

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**Each school year, parents must volunteer at HCS completing a minimum of 15 hours as a family.** Any hours that are not completed within the school year will be billed at \$25 per hour by HCS.

We do allow 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, office helper, special event helper, facility cleaning & 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)

### PTF (Parent Teacher Fellowship)

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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.

### Parent Weekly Prayer Meeting

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HCS's weekly Parent Prayer Meeting is for all parents of Harvest students to participate in. The time is a dedicated for prayer support of Harvest Christian School, its students, staff, families, leadership, and surrounding community. All parents are encouraged to be a part of this special time. Please contact the office for the Parent Prayer Meeting Schedule (707) 763-2954.

### Conflict Resolution / Grievance Policy

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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.

## Drills & Emergencies

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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'.

## Parent Communication with Teachers

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Teaching faculty are available and welcome communication with parents. During the school day you may contact teachers via email or phone message (8:00am & 4:30pm) through the school office at (707) 763-2954. Teachers will follow-up on any emails, phone calls, etc. by day end of the following day. To schedule an appointment to meet with a teacher you may contact them directly or through the school office.

## The Lord's Day Policy

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In honor of the Lord's Day, Harvest Christian School is closed on Sundays. The HCS Board and Administration will not direct any employee or agent of the school to perform work on Sunday. No school events, including but not limited to, fundraisers, club activities, and sports programs, are to be conducted on this day. Teachers will not assign homework to be completed on a Sunday. Parents are not to contact any faculty or staff to address school related business on a Sunday.

## Lost & Found

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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.

## FACTS (Renweb)

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Harvest Christian School uses FACTS (RenWeb) as our online school information management system. Through FACTS (RenWeb), HCS parents can access their children's assignments and grades throughout the course of the year. Parents are responsible to maintain and update their family information (i.e. current address, emails, phone number, student medical information, student pick-up list, etc.).

## HCS Communication & Publications

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**The HCS Weekly e-Newsletter** is published by the administration and school office 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 weekly 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](http://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 weekly 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's end.

## HCS Calendar 2020-2021

1 <sup>st</sup> Semester (Aug. 18 - Dec. 18, 2020)			2 <sup>nd</sup> Semester (Jan. 5 - May 21, 2021)		
Date / Day	Event	Schedule	Date / Day	Event	Schedule
Tue / Aug. 18	First Day School	Full Day	Tue / Jan. 5	Start 3rd Quarter / 2nd Semester	Full Day
<b>Mon / Sep. 7</b>	<b>Labor Day Holiday</b>	<b>CLOSED</b>	<b>Mon / Jan. 18</b>	<b>Martin Luther King Jr. Holiday</b>	<b>CLOSED</b>
Fri / Sep. 18	Mid 1st Quarter	Half Day	Fri / Feb. 5	Mid 3rd Quarter	Half Day
Fri / Oct. 16	End 1st Quarter	Half Day	<b>Mon / Feb. 15</b>	<b>President's Day Holiday</b>	<b>CLOSED</b>
Mon / Oct. 19	Start 2nd Quarter	Full Day	Fri / Mar. 12	End 3rd Quarter	Half Day
Wed / Oct. 21	Parent Teacher Conferences	Half Day	<b>Mon - Fri / Mar. 15 - 19</b>	<b>Spring Vacation Break</b>	<b>CLOSED</b>
Thu / Oct. 22	Parent Teacher Conferences	Half Day	Mon / Mar. 22	Start 4th Quarter	Full Day
Fri / Oct. 23	Parent Teacher Conferences	Half Day	<b>Fri / Apr. 2</b>	<b>Good Friday</b>	<b>CLOSED</b>
<b>Wed / Nov. 11</b>	<b>Veteran's Day Holiday</b>	<b>CLOSED</b>			
Fri / Nov. 13	Mid 2nd Quarter	Half Day	Fri / Apr. 23	Mid 4th Quarter	Half Day
<b>Mon - Fri / Nov. 23 - 27</b>	<b>Thanksgiving Vacation Break</b>	<b>CLOSED</b>	Fri / May 14	Finals Prep	Half Day
Fri / Dec. 18	End 2nd Quarter / 1st Semester	Half Day	Thu / May 20	Year End Events Prep	Half Day
<b>Mon / Dec. 21 - Mon / Jan. 4</b>	<b>Christmas Vacation Break</b>	<b>CLOSED</b>	Fri / May 21	Last Day of School	Half Day