

# Harvest City Christian Academy

## 2018-2019 High School Guidelines

### Welcome:

- We strive for our school to be a community of acceptance, excellence, diligence, and maturity.
- We aim for each of you to reach your potential and to find your gifts and talents.
- We hope to have lots of fun this year while maturing and learning new skills.

### Schedule:

8:30 – 9:30 am	Period 1
9:35 – 10:35 am	Period 2
10:40 – 11:40 am	Period 3
11:45 – 12:15 pm	Period 4
12:15 – 1:10 pm	Lunch Break
1:15 – 2:15 pm	Period 5
2:20 – 3:20 pm	Period 6

### Absences:

- If you are absent from school, please ensure that your parent/guardian notifies the school before 8:30 am. Students will be marked unexcused without parent/guardian notification.
- If you are late arriving to class, you must proceed to the main office to pick up a late slip. Students may not enter the classroom until they provide their teacher with the filled-in late slip. If you have a legitimate excused late, please ensure that your parent/guardian notifies the school.
- If a student is absent during an exam/quiz, a phone call or email from the parent/guardian listing the reason for their absence is required for the student to write the exam or quiz.

### Final Exams Policy:

- Our school policy requires students to not be absent for more than 10% of classes to allow them to write a final exam.
- In the case of illness or extenuating circumstances, allowances will be made on an individual basis with consultation with the principal and teacher.

### Dropping a Class:

- The deadline to drop a class is four (4) weeks from the start of the semester.
- In order to drop a class, you must have arranged a meeting with Ms. Cook and have approval from your parents/guardians

**Academic Probation:**

- Any student who holds a mark of 55% or lower after the grading periods in any class due to missing assignments, absences, or lates will be identified as being academically at risk.
- Parents/guardians will be notified and the student will be referred to the LRT and expected to carry out the following action steps within three (3) weeks:
  - Meet with course teacher(s) to set up an plan of action
  - Attend study hall Monday-Thursday (no exceptions including sports and extra-curricular events) until the academic plan of action is complete
  - At the end of the three-week window, if the student has demonstrated progress, they will return to regular academic status. However, if the student's marks have not improved significantly, they will be placed on Academic Probation.
- If a student is on Academic Probation, they are expected to continue attending study hall Monday-Thursday. Students may be required to complete summer school and their enrolment status will be under review for the next semester. These concerns will be discussed with the administrative team and will be communicated to the parents/guardians.

**Late Assignments:**

- Students are expected to take personal responsibility for their own learning including submitting work on time.
- Students may use Student Portal and the Homework App to be aware of deadlines and to review their marks.
- Ten percent (10%) per day will be docked for late assignments to a maximum of fifty percent (50%).
- All assignments are due five days following the assignment completion opportunity. No late assignments will be accepted after this date and a mark of zero will be recorded in the grading system.
- No late assignments can be handed in after the last day of classes other than those needed to attain a passing grade.

**End of the Day Procedure:**

- Everyone needs to complete the following before the class is dismissed:
  - Chairs put up on table.
  - Laptop is turned off and plugged in at designated spot
  - Collect any required letters/announcements from your mailbox.

**Lockers:**

- You have been assigned a locker.
- You may request a lock from your homeroom teacher if you don't have a school-provided one. Your code is recorded and kept on file by staff. Please lock your locker to deter loss of your belongings.

**Academic Integrity:**

- If a student is guilty of plagiarism, the teacher will meet with the student, the parent/guardian of the student will be informed, and administration will be notified.
- Examples of Plagiarism:
  - Cheating
  - Submitting an assignment/essay written by someone else (downloading an essay from a website, having someone else complete one's assignment, or copying or using work, including homework done by another student.
  - Quoting or paraphrasing material without citing the source of that material
  - Copying and pasting from the Internet or electronic sites without citing the source
- Consequences of Academic Integrity:
  - Student will be awarded a grade of zero for the assignment/test
  - Student will be required to complete a different assignment
  - Student will lose incentive in all classes for the current semester.

**Incentive:**

- Attendance Incentives are designed to recognize those students who have made efforts to attend classes regularly and punctually.
- The mark attained on the final assessment will not negatively impact the grade earned for that class.
- Attendance Incentives are earned by students if the following criteria are satisfied:
  - Students have a total of seven or fewer excused absences in each individual class, per semester.
  - Students are allowed an additional three absences if they are for the purpose of participating in school-organized extra-curricular activities such as athletics, SLC, and drama.
  - Students may have a total of three or fewer lates in each individual class, per semester.
  - Students must have all assignments completed in a satisfactory manner with a maximum of three late assignments over the entire semester.
  - Students must have a minimum of 60% in the selected class.
  - Any unexcused absence will lead to loss of incentive for the course.
  - A school suspension (for current semester only) will lead to loss of incentive for all courses.
  - Students must obtain a grade on the final exam within 20% of their grade entering finals to maintain incentive.
  - Students who score 80% or higher have earned an additional percentage to be applied to their final average in that subject.
  - Students will lose attendance incentive in all classes as a consequence of plagiarism or cheating

**Dress Code:**

- Harvest City Christian Academy desires to create an educational environment that honours God and enhances learning. Dressing modestly and following specific dress standards apply at all times during school hours and during extra-curricular activities. Modesty is of utmost importance.
- Dress code applies to gym classes, field trips, and extra-curricular activities.
  - Any controversial or objectionable images will not be permitted on any clothing.
  - No undergarments should be exposed in any way.
  - Clothing must not reveal back, stomach or cleavage
  - Pants should be at the waistline and secured so that no undergarments are visible. No rips/tears are permitted above the knees. Pajama pants are not to be worn with the exception of specific pajama days.
  - All shorts, skirts, and dresses should be no shorter than a couple of inches above the knee in length.
  - Leggings and tight-fitting yoga pants may be worn with a top that reaches mid-thigh in the front AND back. Sheer fabric in leggings above the knees are not allowed.
  - Hats and sunglasses are not permitted to be worn in class.
  - Tank tops should have straps that are an inch or wider. No spaghetti straps, halter tops, crop tops, or strapless tops will be permitted. Muscles shirts are not permitted. Sleeveless tops may be worn, but they must be closed around the arms. Also, shirts should not be sheer enough to see any undergarments underneath.
  - Footwear must be worn at all times. Please ensure that your gym shoes have non-marking soles.
- Dress code is subject to change as circumstances arise.

**Spares:**

- When you do not have a class, you will be in your assigned room.
- Ask permission to leave the Study Room.
- You are expected to be working during this time.
- If you are working in small groups, please ensure to keep your voice down so you don't disturb others.
- No group work will be allowed when others are writing tests in the Study Room.
- Grade twelve students, with permission from your parents/guardians, may choose to leave the school during your spare. Grade twelve students and their parents/guardians must complete a Grade 12 Study Hall Waiver.

**Agendas:**

- Please register for your classes through the myhomeworkapp.
- Check daily for assignments and announcements.
- The agenda is a resource to help keep you organized and to ensure you don't miss any important deadlines.

**Textbooks and School Resources:**

- Course textbooks, lab books, etc. MUST be signed out with your teacher.
- You are responsible for whatever you sign out.
- All textbooks and other school resources must be returned at the end of the semester.
- Do NOT write in or highlight the book!
- You will be charged for any missing or damaged books at the end of the semester.

**Library:**

- New students need to see Mrs. Peterson to get an account for signing out resources.
- No food or drink is permitted in the library.
- Please remember we share the library with the elementary school- be respectful of noise level and cleaning up before you leave the library.

**Lunch Period:**

- If you leave the school, use one of the three (3) designated exits.
- You may eat lunch in the Grade 12 Homeroom or the Youth Room.
- Each student will be assigned cleaning responsibilities twice a year. You, and your partner, will be responsible for washing tables/microwave ovens and/or sweeping floors for an assigned week. You will need to complete your cleaning duties by 12:45 pm.
- The following rules are in effect:
  - Wait in line to heat up your food at the microwave. Place the food cover or paper towel on top of your food to avoid splatters. Put any wrappers in the garbage.
  - Clean up after yourself. Walk your garbage to the garbage can.
  - If you spill, please clean it up.
  - Push in your chairs when you are done.
- After 12:40 pm, you may go to the gym, library, multipurpose room, or youth room.
- Do NOT eat in the hallway, gym, or the library. If you need to eat after 12:40 pm, please go to the Youth Room.

**Gum:**

- Gum is allowed for high school students (please be respectful of placing used gum and wrappers in the garbage).
- During times when all school grades are together, high school students are expected to not chew gum.
- Sunflower seeds are not allowed in the building.

**Phones/Technology:**

- Students are NOT allowed to use cell phones in classes, unless they have specific permission from their teacher to use it for class purposes. Please use the designated cell phone holders in the classroom.
- Any student who is using their phone during class time (social media or texting) will face the consequences listed below.
  - **1<sup>st</sup> time** – Cell phone will be returned to them by their classroom teacher at the end of the day
  - **2<sup>nd</sup> time** – Cell phone will be returned to them at the end of the day by the Principal
  - **3<sup>rd</sup> time** – Cell phone will be returned to the parent/guardian by the Principal (appointment setup)

**Entrances:**

- Please wipe your shoes on the mats before entering the school.
- Students may use any door, except the West Wing Door (administration/pre-school) and the doors to the link (church entrance on the north side)
- Entrances are not a 'hang out' area.
- Younger siblings in the elementary program are only allowed to use the North East Student entrance.

**Chapel:**

- Chapel is MANDATORY for all HCCA students and is part of your Christian Ethics hours.
- Bring your chapel notebook, pen, and Bible to chapel. You will need to take notes for Chapel, as part of your Christian Ethics mark.
- Please remain in the chapel during the ENTIRE service.

**Monthly Scripture:**

- All students are required to learn the monthly scripture at HCCA.
- Students may choose to recite or write their monthly scripture by the designated date.
- Scripture accounts for a portion of your Christian Ethics mark.

**Breaks:**

- Use this time to fill up your water bottle, use the washroom, and prepare for your next class.
- Please be quiet when walking through the foyer. This area is frequently busy with visitors to the church. You are not to be sitting in the foyer during school hours
- If you are sitting on the chairs by the elevator, please be respectful of noise level in the foyer

**Computers:**

- Students are assigned a laptop computer for the school year.
- At the end of the school day, please return your computer to your homeroom. Please do a complete shut-down of your computer and plug it in! Do NOT store your laptop in or on the lockers. You may not use your computer after 3:30 pm unless you are in a supervised classroom. If your computer is not returned to your homeroom at the end of the day, you will lose your computer privilege for 24 hours.
- You are NOT permitted to take your laptop out of the high school wing.
- Do NOT write on or remove labels on your computer. Do NOT remove hardware or batteries from your laptop. Do not install any programs on your computer. You will lose your computer privileges, if you do.
- You may check your email and play games during lunch break. You will lose your laptop privileges if you are caught using your laptop inappropriately while at school.

**Exam Schedule****First Semester**

Date	AM (9:00-12:00)	PM (1:00-4:00)
January 22, 2019	ELA B30 ELA A10	Math 9 Foundations 20
January 23, 2019	WA Math 10 ELA 20	ELA 9 PreCalc 30
January 24, 2019	Social A9 Foundations 30	History 10 Physical Science 20
January 25, 2019	Biology 30 Departmental Science 10	Psychology 30

**Second Semester**

Date	AM (9:00-12:00)	PM (1:00-4:00)
June 18, 2019	ELA A30 Health Science 20	ELA B10 Math 9
June 19, 2019	PreCalc 20	Chemistry 30 ELA B9
June 20, 2019	FP Math 10 Calculus 30	History 20
June 21, 2019	History 30	Science 9
June 25, 2019		Physics 30 Departmental

