



# Harvest City

CHRISTIAN ACADEMY

# HIGH SCHOOL STUDENT HANDBOOK & POLICIES MANUAL

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Sowing God's Truth, Growing Young Lives, Reaping Right Living!

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## WELCOME & VISION

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- ◆ 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.

Our Vision is to educate godly youth through biblical values, character building, and academic excellence.

## SCHEDULE

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|               |                     |
|---------------|---------------------|
| 8:35          | Warning Bell        |
| 8:40          | Start Of Day Bell   |
| 8:40 - 9:40   | Period 1            |
| 9:40-9:45     | 5 Min. Break        |
| 9:45 - 10:45  | Period 2            |
| 10:45-10:50   | 5 Min. Break        |
| 10:50 - 11:10 | Homeroom (Period 3) |
| 11:10-11:15   | 5 Min. Break        |
| 11:15 - 12:15 | Period 4            |

|             |              |
|-------------|--------------|
| 12:15-1:10  | Lunch        |
| 1:10        | Warning Bell |
| 1:15 - 2:15 | Period 5     |
| 2:15-2:20   | 5 Min. Break |
| 2:20 - 3:20 | Period 6     |
| 3:20        | Dismissal    |

Students should be in their class ready to go for the day prior to the bell at 8:40. Any students that arrive after the bell at the beginning of any period will be marked late.

## LATES AND ABSENCES

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- ◆ If you are late arriving to class, you must proceed to the main office to fill out a late slip. If you have an excused late, please ensure that your parent/guardian notifies the school with the reason.
- ◆ If you will be absent from school, please ensure that your parent/guardian enters the absence in Edsby or notifies the school office before 8:40 am. Students will be marked unexcused without parent/guardian notification.
- ◆ Chronic absence according to Regina Public schools is 18 or more days. Warning signs for attendance is when a student has missed 10—17 days. Good attendance is considered to be 9 or fewer absences.
- ◆ After 20 course absences, a student may be withdrawn from the course. A standard letter of notification will be sent to the parent(s)/guardian(s) informing them that the student has been withdrawn from the course. A meeting with the school team will be required to discuss next steps.

## APPOINTMENTS AND EARLY SIGN OUT

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- ◆ You are encouraged to schedule appointments outside of school hours whenever possible. We understand that this is not always possible.
- ◆ If a student will be leaving class during the day, please make arrangements whenever possible before classes begin for that day.
- ◆ Parents/guardians need to inform the school office if a student will be leaving.
- ◆ Parents/guardians should contact the office for a student to be excused early from class. The time and reason for leaving should be included.
- ◆ Students must sign-out on the sign out sheet located at the main school office when leaving, as well as sign themselves back in if they are returning to class later.

# ACADEMIC INCENTIVE AND RECOMMEND POLICY

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## INCENTIVE

When a student exhibits diligence, positive attendance habits, and demonstrates their understanding of course content throughout the semester, they may qualify for Incentive in that subject. If a student receives Incentive in a course, when writing their final exam their final mark will **not** be negatively impacted, provided they score within 20% of their mark on the final exam. In a course that does not have a final exam, earning Incentive will allow students to drop their lowest assignment mark to a maximum increase of 1% of their final grade.

### **TO QUALIFY FOR INCENTIVE IN A COURSE A STUDENT MUST:**

- ◆ Have a mark between 65% - 84% going into the final exam
- ◆ Have no unexcused absences in the class
- ◆ Have no more than 10 consecutive absences in the class
- ◆ Have no more than three unexcused lates in the class
- ◆ Have no missing assignments
- ◆ Have no more than 3 late assignments
- ◆ Have no zeros on any assignments
- ◆ Have no more than 15 total absences in a course (UEX & EX)

## RECOMMEND STATUS

In addition to Incentive, students may qualify for a Recommend in any of their Humanities (History, ELA, Psychology), Math, or Science courses when they have demonstrated a solid understanding of the course material (excludes Christian Ethics **and any classes that require a departmental exam**). If a Recommend is given in a course, students could be exempt from writing the final exam. If a student receives a Recommend in all of their courses, they must write a minimum of two (2) final exams from the following categories:

- 1 exam from the Humanities (History, ELA, Psychology)
- 1 exam from Math or Science

### **TO QUALIFY FOR A RECOMMEND A STUDENT MUST:**

- ◆ Have a mark of 85% or higher going into the final exam
- ◆ Have no unexcused absences in the class
- ◆ Have no more than three unexcused lates in the class
- ◆ Have no missing assignments
- ◆ Have no more than 3 late assignments
- ◆ Have no zeros on any assignments
- ◆ Have no more than 15 total absences in a course (UEX & EX)

Students who receive a Recommend but would still like to write the final exam in an attempt to improve their mark, may do so. When writing exams, Incentive still applies and final marks will **not** be negatively impacted provided they score within 20% of their mark on the final exam.

\*Christian Ethics classes do not qualify for a Recommend, but Incentive can still be earned; final exams or final projects would still be required in Christian Ethics.

## ADDITIONAL IMPORTANT INFORMATION

The preliminary cut-off to calculate Incentive or a Recommend will be **Tuesday, January 14, 2025** for Semester One and **Tuesday, June 10, 2025 at 3:30 pm** for Semester Two. Students must maintain eligibility until the end of the semester (no lates, no missing assignments etc.).

In classes where there is no final exam given but recommend status was earned, the lowest assignment mark will be dropped from the final grade calculation to a maximum increase of 1%.

Students will lose their Incentive and/or Recommend status in **all** classes if they engage in academic dishonesty (plagiarism, copying, cheating, etc.) or receive a suspension for a code of conduct infraction.

It is important that parents/guardians work with the school to maintain accurate attendance records. Absences and lates are entered as unexcused unless we receive communication directly from a parent/guardian. Attendance should be reviewed on a weekly basis using parent portal and any corrections must be made within five school days.

## ACADEMIC RISK

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Students at Harvest City are expected to be dedicated to their academic studies. This means attending regularly, making a commitment to complete assignments and homework on time, studying, and working hard. For those who may be lacking in these skills consistently, we have created some supports that will help encourage students to make progress towards these goals. Considerations will be made for students currently on academic plans.

### **Academic Risk:**

Any student who holds a mark of 50% or lower in any class due to missing assignments, absences, or lates will be identified as being academically at risk. Once a risk is identified, parents/guardians will be notified and the student will be referred to the LRT, and expected to carry out an academic plan of action.

**Arrange to meet with course teacher(s)** to set up an academic plan of action. This can include (but is not limited to):

- a. Make concrete plans for completing assignments with timelines and target dates
- b. Use spares, lunch hour break, or time after school to complete missing work/action plan
- c. Seek out tutoring/extra help
- d. Possibly schedule to re-write a quiz or test
- e. Explore supplemental assignments/assessment opportunities

## ACADEMIC INTEGRITY

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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 (Academic Dishonesty):

- ◆ Cheating
- ◆ Submitting an assignment/essay written by someone else (downloading an essay from a website, using work created by Chat GPT or other AI, 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 (including generative AI.)
- ◆ Copying and pasting from the Internet or electronic sites without citing the source (including generative AI.)

Consequences of Academic Dishonesty (at the discretion of Admin):

- ◆ For tests—Student will be given a grade of zero and will be required to rewrite the test. They will receive 50% of the value of their scored mark on the new test.
- ◆ For assignments—Student will either be required to redo the assignment or complete a new assignment at the discretion of the teacher
- ◆ Student will lose incentive and/or recommends in all classes for the current semester

## LATE/MISSING ASSIGNMENTS AND ZEROES ON ASSIGNMENTS

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Teachers will publish clear and concise dates and times that they expect assignments to be submitted. All assignment due dates will be displayed in Edsby when the assignment is assigned. All students are expected to submit assignments on time to receive timely feedback to support student learning. While circumstances do exist that delay the submission of assignments, every effort must be made by students to communicate before any assignment is submitted late.



Students will be provided assignment completion opportunities in the form of a classroom work period, lunch or after-school homework room, etc. In some cases, students may be required to complete late assignments in the presence of a staff member. All extensions (which are to be requested *prior* to the due date) are limited to seven calendar days following the original assigned due date.

On the due date, missing assignments will be indicated as **LATE** and a mark of **ZERO** will be entered in Edsby which will impact incentive/recommend status. Zeroes act as placeholders in order to report an accurate standing at that particular time in the semester. Students will have up to seven calendar days following a missed due date, to submit their late assignment. Following the seven calendar day window, the mark of **ZERO will be permanent** and the assignment will no longer be accepted for marks (with exceptions made for students who are below 50% in the class). Late/missing work will only be accepted and credit given to bring the student up to a passing grade (50%).

Students should attend all mandatory assignment completion opportunities. All decisions are subject to review by the administration team of the school.

In order to ensure that teachers are able to provide timely, authentic, feedback, students who miss a scheduled in-class summative assessment, such as a unit test, quiz, or exam may (at the discretion of the teacher) be provided one opportunity to re-take the assessment, with the date and time within the seven days to be established by the teacher.

## HOMework CRUSH DAYS/WEEK

Throughout the year, the school will run mandatory Homework Crush Days and mandatory Homework Crush Weeks. Any students who have accumulated missing assignments (and are sitting below 50%) will be required to attend these days/times to help them complete their missing assignments. Notices are sent out prior to a work day or work week and parents are asked to sign the form and return it to the school indicating that their child(ren) will be in attendance until their missing work is complete.

*HOMework CRUSH NOTICES WILL BE SENT HOME PRIOR TO EACH UPCOMING DATE(S):*

| HOMework CRUSH DAYS | HOMework CRUSH WEEK |
|---------------------|---------------------|
| Friday, October 18  | December 9-13       |
| Friday, November 8  | April 14-16         |
| Monday, March 10    | June 2-6            |

## REQUESTING A RETEST

Once per course, if a student has scored less than 50% on a test, they can request a retest. In order to do this, students must:

- Complete a **Request to Retest** form (the retest must be scheduled within 2 weeks of the original test date)
- Submit completed form to the course teacher (with parent/guardian signature)
- Complete retest preparation as listed on the form (minimum of 3 suggested activities to help with review)

On the day of the retest, submit all retest preparation evidence/proof to the course teacher prior to taking the retest.

## GOALS PERIOD/SPARES

- ◆ When you do not have a class, you will be in your assigned room.
- ◆ Ask permission to leave the 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 room.
- ◆ Grade twelve students, with permission from a parent/guardian, may choose to leave the school during your spare. Students must sign out at the office when they leave.



## STANDARD OF CONDUCT

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The following Standard of Conduct will also be given to Parents and Students on a form that must be signed and returned to the school. A copy of this is kept on file for each student.

Harvest City Christian Academy staff are committed to providing a quality Bible-based education in a Christian environment by nurturing each child to grow spiritually, academically, socially, and physically. It is our vision to educate Godly youth through biblical values, Christian character, and academic excellence.

**Education is a cooperative venture between the student, parent(s)/Guardian(s), and the school. When registering to attend HCCA, you are agreeing to enter into this partnership and adhere to the following standard of conduct.**

### **As a student, I commit to support HCCA's mission and purpose by...**

- ◆ Supporting the goals, vision, standards, and policies of the school.
- ◆ Respecting the Word of God, my parents/guardians, and staff as they train and educate me.
- ◆ Using my words in a positive way to bless others; I will not use obscenities, derogatory, racist or hate speech, sexual language, name-calling, or coarse language.
- ◆ Ensuring my attitudes, conversation and behaviour reflect Christian principles. I will not disrespect, bully, or intimidate others with my words or actions in person or online. I will respect others, even when we disagree. I will be courteous, kind, and not participate in spreading gossip or rumors.
- ◆ Following the dress code with a positive attitude during school hours and at school events.
- ◆ Arriving at school on time each day and arriving on time for classes.
- ◆ Doing my schoolwork to the best of my ability and completing homework and assignments on time; I will not plagiarize, cheat, or give my work to other students to copy.
- ◆ Handling conflict properly; When I am offended, angry or upset with someone (student or staff), I will deal with it in a constructive way.
- ◆ Doing my best to make HCCA a great school and trusting the Lord to help me honour this standard of conduct.

### **As Parents/Guardians, we commit to support and partner with HCCA's mission and purpose by...**

- ◆ Supporting the goals, vision, standards, and policies of the school.
- ◆ Committing to help this student abide by the standard of conduct.
- ◆ Committing to support and encourage this student to regularly attend school on time, complete their assignments, and provide a supportive study environment within the home.
- ◆ Maintaining regular communication between home and school.
- ◆ Attending parent-teacher conferences and requested meetings.
- ◆ Dealing with concerns and conflicts by going first to my child's teacher. I/we agree to respectfully seek a resolution. Should it require further attention, I understand that a cooperative effort will be made between the staff, Administrative Team (Principal/Vice Principal), and School Oversight Team (Superintendent and/or School Director).
- ◆ Respecting the decisions made by the Administrative/School Oversight Team.
- ◆ Honouring my financial obligations and commitments to HCCA.

## END OF THE DAY PROCEDURE

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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

## EXTRACURRICULAR ACTIVITIES POLICY

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Extracurricular activities are an important addition to the curricular component of HCCA's programs. In order to qualify for participation in extracurricular activities, a student must maintain an acceptable commitment to his/her academic program. Participation in HCCA's extracurricular activities is a privilege reserved for HCCA students whose behaviour and attitudes are consistent with the values of the school. If a student wishes to participate in an extra-curricular activity that requires a fee, it is expected that they will provide the fee in a timely manner in order to participate.

### ACADEMIC REQUIREMENTS

1. Attendance is expected to be regular.
  - ◆ A student is expected to maintain regular attendance at all of his/her scheduled classes.
  - ◆ A student is not eligible to participate in extracurricular activities on days in which he/she does not attend all classes (morning and afternoon), unless that student has been excused for a doctor's appointment or other acceptable reason (sanctioned by staff or a parent or guardian).
  - ◆ Except in the case of actual injury, students are not expected to require recuperation or recovery time following participation in extracurricular activities. Missing classes after an activity without an acceptable reason may result in suspension of that student's eligibility to participate in any extracurricular activities.
2. Students must maintain satisfactory academic progress.
  - ◆ A student must be passing with a minimum 50% in all subjects and hand assignments in on time or they may be required to attend assigned work periods until their grade is 50% or above. While a student's grade is below 50% they may be placed on probation and restricted from participation in extracurricular activities.
  - ◆ Considerations will be made for students currently on academic plans.

### GENERAL BEHAVIOUR

- ◆ Students of HCCA are expected to demonstrate behaviour consistent with the values of the school within the classroom and at any school-related activity/event.
- ◆ A student who behaves in a manner inconsistent with the values of HCCA may be suspended from participation in extracurricular activities.
- ◆ A student is not eligible to participate in extracurricular activities during periods of suspension from school.

### BREACH OF POLICY

1. Any student who violates any aspect of the HCCA Extracurricular Activities Policy shall be subject to a review by the Committee of his/her extracurricular eligibility.
2. A meeting will be called by the school administration, and shall consist of the principal and/or vice-principal, the coach, and the respective homeroom teacher. This committee shall undertake the following actions:
  - a. If academic, assign the student to work period(s) and oversee the study hall progress.
  - b. If behavioural:
    - i. Investigate the alleged violation.
    - ii. Conduct an interview with the student whose eligibility is under review (to permit that person an opportunity to present his/her perspective on the situation).
    - iii. Determine the appropriate course of action for the student in the event that a breach is deemed to have occurred. This may include the following:

- Place the student on probation until such time as the matter has been resolved
- Suspend the eligibility of the student to participate in extracurricular activities for a determined length of time
- Suspension from school

## DROPPING A CLASS

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

## EDSBY

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We are continuing to use Edsby for student grading, reporting, attendance, and communication.

Edsby is a digital learning & data platform that provides parents and guardians a way to follow their children's progress at school, receive school updates, communicate absences, and much more. Edsby is a place you can visit to keep up to date on your child's school information and progress.

Students are also expected to use Edsby to access updates on their grades, missing assignments, and attendance status. Teachers may also use Edsby to communicate with students.

It is recommended to access Edsby using a web browser for the most complete experience. Edsby does have a free Apple or Android app for all smartphones and tablets. Edsby works great within your phone's web browser as well.

### ***How do I access Edsby?***

For new students, an access request form will be sent home. Once the parent account has been approved and set up, parents will receive an email invite to join Edsby and get connected to your child's account.

Student accounts are set up with Mrs. Glover and any login difficulties can be resolved with her, including changes to email addresses and passwords.

For changes to parent access, please contact the school office.

## EVALUATION & ASSESSMENT PROCEDURES

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Assessment and evaluation are integral components of the teaching-learning cycle. Effectively planned assessment and evaluation promotes learning, builds confidence and develops students' understanding of themselves as learners. It also improves and guides future instruction and learning.

The assessment of student progress in relation to outcomes outlined in programs of study is important for the following reasons:

- ◆ Teachers will use this information to inform instruction, to plan learning activities that are appropriate for all students, and develop intervention plans
- ◆ Allows for reporting student progress clearly to students and parents
- ◆ Aids in decision making regarding student placement
- ◆ Program effectiveness can be evaluated and programs revised to improve student learning

### **Expectations for teacher reporting:**

Effective summative assessment strategies are aligned with curricular outcomes, emphasize the most recent and consistent evidence of learning, are respectful of student diversity, and are used to make decisions about students based on a variety of evidence.

- ◆ Course outline and mark breakdown can be viewed through student and parent Edsby.
- ◆ Assessment is updated every two weeks or every 10 hours of course study.

**RESPONSIBILITIES:**

A clear understanding and communication of the role of all stakeholders in a school is necessary. When all stakeholders work together from a common understanding the result is an effective educational environment.

**ROLE OF THE SCHOOL:**

- ◆ Introduce the concepts of personal responsibility, honesty and integrity in an age-appropriate manner in keeping with curriculum expectation
- ◆ Teach students proper conventions for referencing the ideas of others in written work
- ◆ Explain expectations of students in relation to assignments, including how assignments will be evaluated, due dates and implications of submitting work after the due date
- ◆ Ensure that tasks evaluated are reflective of curricular outcomes
- ◆ Adapt assignments to suit learning environment, instruction, assessment, and resources
- ◆ Help student meet their due dates for each course
- ◆ Communicate in a timely fashion, with the student(s) and parent(s)/guardian(s) to discuss issues related to incomplete work
- ◆ Provide marks to students and families
- ◆ Assess, return, and review assignments. This includes submitting marks and indicating the status of assignments as per codes
- ◆ Offer credit completion to qualifying students
- ◆ Ensure the final week of each semester is free from cumulative assessment
- ◆ No final exam will exceed 20% of the overall mark

**ROLE OF THE PARENT/GUARDIAN:**

- ◆ Discuss examples of acceptable and unacceptable academic behaviour with their children
- ◆ Support their children to complete assignments by ensuring that school work is a priority, making time and space for school work, discussing due dates and expectations for assignments, and encouraging their child to develop a plan for completing work on time
- ◆ Model respect for school policy and teacher guidelines regarding assignments. Notice and praise positive behaviours, such as finishing work on time and taking responsibility for one's own work, and offer helpful and constructive feedback to their children to assist them in developing personal responsibility for their school work
- ◆ Encourage their students to assume responsibility for their own learning, including getting to school and class on time, attending school regularly, submitting quality work on time, and doing their best to prepare for tests and exams
- ◆ Ensure their student(s) attend all final exams

**ROLE OF THE STUDENT:**

- ◆ Assume responsibility for their own learning, including getting to school and class on time, attending school regularly, submitting quality work on time, and doing their best to prepare for tests and exams
- ◆ Take personal responsibility to be aware of the short and long-term consequences of submitting late assignments
- ◆ Document their sources of information properly by using footnotes or other references, and place a bibliography or list of references at the end of the assignment to indicate the sources used
- ◆ Take advantage of the scheduled opportunities to complete missed work, such as demonstrating learning outside of class time in the presence of the subject teacher or in homework rooms
- ◆ Be aware of and respect due dates and access Edsby gradebook (student portal) to review their marks on a regular basis
- ◆ Attend all final exams

**COMMUNICATING STUDENT ACHIEVEMENT:**

A schedule of conferences will be established and communicated to teachers, students and parents at the beginning of the academic year. Teachers will communicate student progress, grades, and achievement to parents through Edsby, which is accessible through parent and student portal. If there are any concerns, communication will also occur via email and telephone calls, as well as being discussed during the conference times. Formal conferences will occur once per semester, and are planned with direction from the administration. Teachers may also schedule additional conferences when appropriate.

## DRESS CODE

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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.

### **PLEASE ADHERE TO ALL OF THE FOLLOWING FOR STANDARD OF DRESS:**

- ◆ 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 in pants are permitted any higher than mid-thigh. Pajama pants are not to be worn with the exception of specific “pajama days”.
- ◆ All shorts, skirts, and dresses should be no shorter than mid-thigh.
- ◆ Leggings and tight fitting yoga pants may be worn with a top that fully covers midriff even when arms are raised.
- ◆ Tank tops should have straps that are least an inch (two finger widths) wide. No spaghetti straps, halter tops, crop tops or strapless tops.
- ◆ Sleeveless tops must be closed around the arm and bras/sports bras should not be exposed.
- ◆ Any controversial or objectionable images will not be permitted on any clothing. (i.e. violence, drug references, hate-related etc.)
- ◆ Hats, hoods, and sunglasses are not permitted to be worn in class, with the exception of specific school spirit dress up days.
- ◆ Footwear must be worn at all times. All footwear worn in the building should be clean.
- ◆ Every student in grades 9 and 10 or students in grades 11 & 12 taking Phys Ed. must have gym shoes with non-marking soles that are appropriate for active sport.

If a student or parent is not sure about any aspect of the dress code or any article of clothing, they are advised to talk to administration for clarification. The administration reserves the right to make decisions on all dress code issues and interpretations.

Dress code is subject to change as circumstances arise, and we will do our best to communicate those changes effectively, to both the parents and students.

## LOCKERS

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- ◆ All lockers are the property of Harvest City Christian Academy and are loaned to students for the duration of the school year, or until the student withdraws from the school.
- ◆ Students are assigned lockers at the beginning of the school year, or at the point in which they are enrolled if this occurs during an academic year that is already in progress.
- ◆ Students should maintain clean, neat lockers at all times and the lockers must not contain any inappropriate material.
- ◆ Students are responsible for all damage beyond normal use.
- ◆ Lockers are school property and there is no expectation of privacy; therefore, a search of such property by the school administration is permissible when they feel there is just cause. In this case, the Principal or the Vice-Principal is acting as an agent for the School Board and not as an agent of the police.
- ◆ Students may or may not be present when the locker is being opened.
- ◆ Items should not be left in any lockers in the gym locker rooms.

## VISITORS

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- ◆ All visitors to the school are required to sign in at the main school office in the South Foyer.
- ◆ They will be given a visitor tag that must be worn while on school property.
- ◆ Before leaving, all visitors must return the visitor tag and sign out of the building.

## ALLERGIES

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- ◆ We are a **NUT-FREE** school.
- ◆ Please do not bring any products containing nuts into the building.
- ◆ We have people at Harvest City Christian Academy with severe allergies.
- ◆ We are a **LATEX-FREE** Zone.
- ◆ Please do not bring or use balloons, water balloons or any products containing latex ie. Disposable gloves, silly string etc. into the building.
- ◆ Once again we have people in our school with extreme allergies.

## SCENT POLICY

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We are a Scent-free building, which means scents must not be worn to school. We have people in the building with severe sensitivities and reactions to scent.

This policy applies to ALL scents including, but not limited to:

- |            |                     |                       |
|------------|---------------------|-----------------------|
| ◆ Perfumes | ◆ Body sprays       | ◆ Scented body lotion |
| ◆ Colognes | ◆ Scented hairspray | ◆ Strong deodorants   |

If you arrive wearing a strong scent, you will be asked to wash it off. If you are unable to remove the scent, you may be asked to leave the premises and will be able to return when the scent can no longer be detected.

## DATING

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At HCCA, we are committed to encouraging students to engage in healthy relationships. We believe students should be primarily focused on developing their relationship with God, family, and positive friendships. We do not advocate dating during one's schooling at Harvest City Christian Academy. We believe the focus of students' relationships should be to develop healthy friendships, boundaries, communication skills, and values that will enable them to make wise choices as they grow into the individual that God has created them to be. Students are to refrain from public displays of affection, or pairing off and they should remain a part of the group while maintaining good school spirit and relationships with others.

## LUNCH PERIOD

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- ◆ If you leave the school, use one of the three designated exits. DO NOT go through the link.
- ◆ You must eat your lunch in your designated lunchroom and clean up after yourself.
- ◆ Each student will be assigned cleaning responsibilities throughout the year and will be responsible for washing tables 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:
  - Put any waste into the garbage cans.
  - Clean up after yourself. Walk your garbage to the garbage can... do not run, or shoot it!
  - If you spill, you need to be responsible and clean it up.
  - Push in your chairs when you are done.
- ◆ After 12:45 pm you may go the gym, library, or youth room.
- ◆ Please do NOT eat in the hallway, gym, locker rooms, or the library.

## STUDENT VEHICLE PARKING

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If a student wishes to park any vehicle on school property, these simple rules are to be obeyed for your own protection:

- ◆ You must let the office staff know the make/model of your vehicle(s) and license plate number(s)
- ◆ Park only in the North unpaved parking lot behind the first two rows of parking. Do NOT park on 8th Avenue North. You may enter the school through the Elementary Doors and go up those stairs to the High School Wing. Please do not enter through the link doors.
- ◆ Keep maximum speed to 15 Km/hour and obey all parking/traffic signs.

## TEXTBOOKS AND SCHOOL RESOURCES

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- ◆ 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 school resources.
- ◆ You will be charged for any missing or damaged books at the end of the semester.

## LIBRARY

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- ◆ New students will need to see the school librarian to get an account for signing out resources.
- ◆ No food or drink is permitted in the library.
- ◆ Please remember that we share the library with the elementary school, as well as church staff offices. Please be respectful of noise level and cleaning up before you leave the library.
- ◆ If you are moving tables and chairs they must not block any office doors, as staff need to be able to enter and exit their offices easily.



# ANTI-BULLYING POLICY

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## PURPOSE

Harvest City Christian Academy seeks to provide a learning environment free from harassment and bullying of any kind. We are committed to providing a compassionate, receptive, and non-threatening atmosphere in which each and every one of our students can learn and flourish. We promote an attitude of respect and dignity towards others. We prohibit all forms of bullying.

## WHAT IS BULLYING?

Bullying is identified as any behaviour, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviours that are not addressed generally escalate into more aggressive behaviours over time.

Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as “kids being kids,” “just teasing”, or any other rationalization.

For our purposes, it includes but is not limited to behaviours that take place in the school, on school field trips, or on school property during school hours. It also includes any school events that may take place outside of regular school hours on or off of school property.

## BULLYING BEHAVIOURS

**Physical Behaviour :** Intentionally endangering the welfare of others. Examples include, but are not limited to: Hitting, shoving, kicking, spitting on, punching, pushing, blocking, tripping, throwing things at a person, unwanted touching, rude gestures, taking or damaging another’s property, extortion of money or other items, making someone do something they otherwise would not do, etc.

**Verbal behaviour:** Name-calling, ridiculing, using words to attack, threaten or insult. Examples may include but are not limited to:

Spreading rumors, making fun of a student’s appearance, mannerisms, intelligence, physical characteristics, cultural background or actions. Name calling, teasing, bossing, threatening, put downs, etc. It may also include taunts, slurs, etc. that attack a person’s race or ethnicity.

**Indirect behaviour:** Indirect bullying includes but is not limited to the following:

Exclusion from activities or social groups, circulating inappropriate notes, pictures, or videos in any medium (paper, cell phone, internet, social media...), using or encouraging others to bully. It may also include racist behaviour such as spreading graffiti, notes, etc. with racial slurs.

**Cyber-bullying:** In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviours will be considered bullying behaviours:

Sending of inappropriate or threatening emails or text messages, creating or posting inappropriate or threatening information, pictures, or videos on websites and social media (i.e. Facebook, Instagram, Snap Chat, etc).

**Sexual:** Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments. Examples may include but are not limited to:

Grabbing a victim’s body, using derogatory labels, sending inappropriate words, pictures, or videos through email, text, social media etc.

**Psychological/Emotional:** Acts that instill a sense of fear or anxiety, etc. Examples may include, but are not limited to:

Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviours. Shunning, excluding or tormenting, causing someone to be “left-out” of a game or activity, blaming, making threatening faces or gestures, etc.

## REPORTING BULLYING

It is the responsibility of all persons to report any and all occurrences of bullying behaviours as outlined in this policy either directly or indirectly (ie., through a parent or guardian) to the staff.

### **Proper Bullying Reporting/Response Procedures:**

1. All bullying incidents should be reported immediately to a staff member.
2. The incident will be investigated immediately.
3. If it is established that bullying has occurred, the principal or designated staff person will follow up with all those who are involved.
4. Action may include, but is not limited to:
  - ◆ Meeting with the principal or designate
  - ◆ Meeting with the School Resource Officer
  - ◆ Suspension
  - ◆ Probation
  - ◆ Expulsion
  - ◆ Contacting the parents/guardians of both the victim and the perpetrator
  - ◆ A staff-supervised/facilitated apology to the victim
  - ◆ Any necessary restitution (monetary or otherwise)
  - ◆ The objective of attaining the redemptive principles of repentance, forgiveness, and reconciliation

Repeated offenses, or incidences of severe bullying, will necessitate the higher levels of intervention and correction.

5. Staff will monitor both victim and perpetrator(s) to ensure that bullying does not resume or reoccur in the future.

## **GRADUATION/CAP AND GOWN**

Our school supports and acknowledges that the high school graduation ceremony is an important milestone and celebration of students' successful completion of their high school education.

At the end of every year, Harvest City Christian Academy will conduct a cap and gown graduation ceremony. This ceremony is for students who have completed, or are eligible to complete, the requirements for graduation in accordance with the Ministry of Education and school-based criteria.

- ◆ Graduation fees will be collected to cover the cost of the graduation ceremony and banquet. Payment can be made by cash or cheque made payable to HCCA Grad or by e-transfer to [hcca.grad@hccmail.ca](mailto:hcca.grad@hccmail.ca).
- ◆ All graduating students are required to attend the rehearsal assembly. The rehearsal will take place during exam week and will take approximately one hour.
- ◆ Graduating Grade 12 students attend a banquet in their honour, as well as a cap and gown convocation ceremony.

**Governor General's Academic Medals** recognize the outstanding scholastic achievements of students in Canada. This is awarded to the student graduating from Harvest City Christian Academy with the highest average based on the Rutherford criteria. There is no monetary award associated with the Medal.

### **Valedictorian and Salutatorian**

The roles of Valedictorian and Salutatorian are honoured positions serving as the representative voice of the graduating class. Grade 12 students may submit applications (see Awards section—page 20). The valedictorian and salutatorian is an outstanding student with good academic standing who has contributed to the life of the school in many ways. The valedictorian and salutatorian must have their speeches approved by the grade twelve homeroom teacher.

## BREAKS

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- ◆ 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.

## ENTRANCES

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- ◆ Please wipe your shoes on the mats when entering the school.
- ◆ **Students may NOT use the west wing door (preschool area/administration) or the Link doors (church entrance on the North side).** All other entrances are okay for High School students to use.
- ◆ Entrances are not a hang out area.
- ◆ Do not leave any personal belongings (ie. backpacks, binders, clothing, etc) in the entrances/foyer unattended.
- ◆ Younger siblings in the elementary program are only allowed to use the North-East Student Entrance.

## GUM & SUNFLOWER SEEDS

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- ◆ Gum is allowed for high school students. Please be respectful of placing used gum and wrappers in the garbage.
- ◆ Sunflower seeds are not allowed in the building.

## PERSONAL ELECTRONIC DEVICES POLICY

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The Ministry of Education has banned the use of personal electronic devices (cell phones, smart watches, iPads...) during instructional time in schools, beginning with the 2024-25 school year. If the device can be left at home, this would be the most effective option. If students do choose to bring personal electronic devices to school, the device will be expected to be out of sight or in the classroom cell phone holder during class time. While in the holder, it should be powered off or silenced to prevent any disruptions.

Incidents related to improper use of personal electronic devices will be addressed in a consistent and appropriate way in keeping with local policies and procedures:

- **1st Infraction** — Student hands the PED to the teacher who ensures it is in a secure place to return to the student at the end of the day. A parent/guardian will be notified by the teacher.
- **2nd Infraction** — Student hands the PED to the teacher who will give it to Admin. Admin will return it to the student at the end of the day. A parent/guardian will be notified by the teacher.
- **3rd Infraction** — Student hands the PED to the teacher who will give it to Admin. Admin will return it to a parent/guardian only. A parent/guardian will be notified.
- **4th Infraction** — May result in loss of privilege, additional consequences or progressive suspension.

## TECHNOLOGY AND PRIVACY EXPECTATIONS

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The Regina Public School Division recognizes that technology, when used appropriately, may contribute positively in a number of ways to the school climate and student learning. Student sharing, distribution, broadcasting or posting of personal information to the Internet must comply with Canadian and Saskatchewan law including *The Criminal Code of Canada*, *The Privacy Act* and *The Local Authority Freedom of Information and Protection of Privacy Act*. Recordings or images made secretly and/or used maliciously by a student may result in school disciplinary action up to point of expulsion and may include police involvement.

## **LAPTOPS**

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- ♦ 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 may lose your computer privilege for 24 hours.
- ♦ 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 WILL lose your laptop privileges if you are caught using your laptop inappropriately.

## **PROPERTY**

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- ♦ The school and all school equipment should be treated with the same care, or even better than, your own valued possessions.
- ♦ Property of others should be treated with respect. All personal property should be labelled with your names.
- ♦ Do not carry large sums of money to school. Cellular devices, electronics, money, and other valuable articles should not be left in lockers. The school does not insure personal property.

## **CHAPEL**

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- ♦ Chapel is mandatory for all HCCA students.
- ♦ Remain in chapel during the ENTIRE chapel time.

## **MONTHLY SCRIPTURE**

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- ♦ During Christian Ethics courses 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.

## **FINAL EXAMS POLICY**

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- ♦ A final exam schedule will be shared each term with students/parents/teachers.
- ♦ In the case of illness or extenuating circumstances, allowances will be made on an individual basis in consultation with the principal and the teacher.
- ♦ Departmental exams cannot be rescheduled. They MUST be written on the day and time scheduled.

## **AWARDS**

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- ♦ Each year an Awards Package will be updated and shared with students in grades 9-12.
- ♦ Recipients will be chosen based on the outlined requirements and evidence.
- ♦ Gr. 12 recipients chosen for Valedictorian and Salutatorian will be announced at the beginning of June each year.
- ♦ Gr. 12 award recipients for all remaining awards will be announced during the grad ceremony.
- ♦ Gr. 9-11 award recipients will be announced during a ceremony held in September of the following school year.

# TECHNOLOGY RESPONSIBLE USE/DIGITAL CITIZENSHIP GUIDELINES

Harvest City Christian Academy, as well as Regina Public Schools, believe in preparing, engaging, and inspiring its students to prosper in a rapidly changing and information rich society. We are committed to attaining high levels of achievement and equitable opportunities for all students through the strategic provision of and effective use of technology. To this end, students of Harvest City Christian Academy and Regina Public Schools have access to a variety of technology resources to enrich, enhance, and even transform their learning experiences inside and outside of instructional time.

We believe that the benefits to students gained by accessing electronic information, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. In the best interests of students, Harvest City Christian Academy will employ the use of a recognized system software program which will normally not permit access to inappropriate (offensive, obscene, illegal) external electronic sites. However, we have neither the resources nor the control to monitor every aspect of student technology use. The purpose of responsible use/digital citizenship guidelines are to foster the independent use of school-owned technology, subject to compliance with procedures and guidelines for appropriate behaviours.

**All students are expected to follow these guidelines and to conduct themselves as responsible digital citizens.**

## ***Student Responsibilities for Respecting and Protecting Themselves:***

- ◆ I will honour the code of conduct and all school rules when accessing technology for school while in the building and also outside of the school facilities. Ex. accessing OneDrive at home
- ◆ I will take responsibility for my actions when posting or viewing online information and images.
- ◆ I will use technology to represent myself in a dignified way and to create a positive digital footprint, refraining from using obscene language.
- ◆ I will only use my personal account(s) and will keep all of my passwords private and will not trespass in another user's account for any reason.
- ◆ I will not reveal personal information about myself with any online service or person.
- ◆ I will not access inappropriate materials, offensive graphics or messages, and I will report inappropriate material to a staff member.
- ◆ I will only use technology for school related purposes while at Harvest City Christian Academy and I will not participate in online chat sites during class time or on a school device. Ex. Discord

## ***Student Responsibilities for Respecting and Protecting Others:***

- ◆ I will always seek to honour others while using any type of technology and will not degrade, defame, insult, or harass others.
- ◆ I will not reveal personal information about other individual(s) with any service or person.
- ◆ I will not photograph, take video, or record students/teachers at any time without their permission.
- ◆ I will not share photos, videos, or personal information of someone else without their permission.
- ◆ I will obtain permission from individual(s) AND a staff member prior to sharing co-created electronic data.
- ◆ I will not forward inappropriate materials or communications.

## ***Student Responsibilities for Respecting and Protecting Intellectual Property:***

- ◆ I will learn and follow federal copyright laws and fair use guidelines.
- ◆ I will learn and use citation correctly (including citing generative AI).
- ◆ I will not plagiarize information from existing sources or use AI in any way that violates our school policies.

## ***Student Responsibilities for Respecting and Protecting Property:***

- ◆ I will take full responsibility for, and respectfully use, any technology available to me within Harvest City Christian Academy, ensuring that I do not damage computers, computer systems, computer networks, printers, iPads, etc.
- ◆ I will use network bandwidth reasonable and responsibly, not engaging in practices that may compromise the integrity of the network (ie. downloading files, without permission, that may introduce a virus to the system.)
- ◆ I will treat electronic storage and technology like any other school property and understand that system or school personnel may review files and communication within my school issued technology to maintain system integrity. No file stored on the school servers or OneDrive is private and all usage may be monitored to ensure that school standards are complied with while using school computers and networks.
- ◆ I will not use Harvest City Christian Academy technology for commercial or personal financial gain.
- ◆ I will not intentionally waste limited resources, such as paper or ink.
- ◆ I will report security or network problems to an HCCA staff member.

# TECHNOLOGY RESPONSIBLE USE/DIGITAL CITIZENSHIP CONT'D

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## ***Student Responsibilities for Personal Technology:***

- ◆ I will not attempt to connect any non-Harvest City Christian Academy devices to the network without prior authorization. Ex. Laptops, cell phones, etc.
- ◆ I understand the security, care, connectivity and maintenance of any of my personal technology is my responsibility while at school and at home.
- ◆ I understand that Harvest City Christian Academy is not responsible for the loss, theft, or damage of my technology.
- ◆ I understand that if I am using my technology in class (only with prior approval from admin) such as a phone or a laptop in an inappropriate way during class-time a staff member may confiscate my technology (See PED Policy on page 18).

**The use of technology is a privilege, not a right, and inappropriate use may result in administrative staff denying, revoking, or suspending access to technology at any time.**

## STUDENT LAPTOP AGREEMENT

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### **Student Laptop Agreement guidelines:**

Students in Gr. 9-12 will be assigned a student laptop and prior to being able to use it, they will need to read and sign the Student Laptop Agreement form as well as have a parent/guardian read and sign the agreement.

- ◆ Laptops are to remain in the building at all times and need to be returned to their classroom cart and plugged in at the end of each day.
- ◆ Students are not permitted to modify their laptop hardware, software, or security settings in any way. Failure to comply could result in disciplinary action.
- ◆ If a student loses their assigned laptop, the replacement fee will be **\$250**.
- ◆ Damage to the laptop, including screen breakage, will be subject to a **\$100 replacement fee**.
- ◆ Damage to the keyboard, where the keyboard must be replaced or repaired will be subject to a **\$50 repair fee**.
- ◆ Students will not receive a new laptop until all fees for any damages have been paid. (Additionally, students are not permitted to bring their own personal device).
- ◆ The addition of personalized stickers, vinyl decals, and/or writing on the laptop with pen, pencil, marker or any form of writing/etching on the device is strictly prohibited and subject to a **\$20 fee**.
- ◆ All devices will be assessed for compliance to the above terms on a regular basis and at the end of the school year. Any additional damages discovered will be handled on an individual basis and if necessary additional fees may be charged.