



STUDENT-PARENT HANDBOOK

723 South D Street, Oxnard, California 93030
Telephone: (805) 486-4656 ~ Fax: (805) 201-6687 ~ Email: info.newharvestcs@gmail.com ~ Website: newharvestcs.org

New Harvest Christian School
Student/Parent Handbook

I.	GOALS - A DISCIPLESHIP AND CHRIST-CENTERED EDUCATION	3
II.	STATEMENT OF FAITH	4
III.	ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL.....	5
IV.	EDUCATIONAL PHILOSOPHY OF NHCS	5
V.	LATIN AT NHCS.....	6
VI.	HOMEWORK PHILOSOPHY AND GUIDELINES.....	6-7
VII.	PARTICIPATION IN FIELD TRIPS....	7
VIII.	GRADING/PROMOTION POLICY.....	7-8
IX.	ADMISSION PROCEDURES/REQUIREMENTS	8-9
X.	STUDENT HEALTH REQUIREMENTS	9-11
XI.	TUITION FEE COLLECTION POLICY	11
XII.	STUDENT RESPONSIBILITIES	12
XIII.	ATTENDANCE REQUIREMENTS	13
XIV.	DRESS CODE / GROOMING POLICY	14-16
XV.	DISCIPLINE POLICY	16-17
XVI.	PARTICIPATION IN EXTRACURRICULAR ACTIVITIES	17
XVII.	PARENT INVOLVEMENT IN NHCS	18-19
XVIII.	CAMPUS PARKING GUIDELINES	19
XIX.	LOST AND FOUND	20
XX.	DAYCARE	20
XXI.	CELL PHONE POLICY	20
XXII.	POLICY/HANDBOOK SIGNATURE PAGE	21

New Harvest Christian School

Student/Parent Handbook

I. Goals - A Discipleship and Christ-Centered Education

Education at New Harvest Christian School (NHCS) is unique in philosophy and content. NHCS operates as an extension of the family. NHCS seeks:

- To know and follow the will of God and to center all learning on Jesus Christ as the Lord and source of all wisdom and knowledge (Colossians 2:2-3).
- To encourage each student to develop a personal relationship with Jesus Christ.
- To teach the Bible as the source of truth, knowledge, and wisdom.
- To teach each subject according to a Christian worldview.
- To provide a comprehensive academic program in a discipleship environment.
- To create a learning environment with a rigorous academic approach, including classical methods of teaching, designed to challenge and motivate students to learn to their fullest potential.
- To use a curriculum modeled after, but not based exclusively on, the classical method of teaching - which utilizes Grammar, Logic, and Rhetoric as stages of development.
- To foster a love of learning in an orderly, disciplined, and motivational environment.
- To use an integrated curriculum which demonstrates the unity of all knowledge (2 Timothy 3:16-17).
- To provide a clear model of biblical Christian life through its staff and board members in order to promote this behavior to our students.
- To operate with delegated authority from the parents in the education of their children (in loco parentis).
- To require personal responsibility, self-discipline, and respect for authority.
- To provide an atmosphere where each student will be consistently loved with a Christ-like love.
- To encourage school spirit, caring, camaraderie, and mutual respect.

New Harvest Christian School

Student/Parent Handbook

II. Statement of Faith

The following is the foundation of beliefs on which New Harvest Christian School is based. They are also the key elements of Christianity that will be taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* in New Harvest Christian School. Secondary doctrines and issues, over which we may disagree in Christian liberty, will not be presented as *primary doctrine*. When these types of doctrine or issues and related questions arise, students will be referred back to their family, their home churches, and the Bible for final resolution.

- i. We believe the Bible to be the only complete, inspired, and authoritative Word of God without error in the original writings.
- ii. We believe in one omniscient, omnipresent, omnipotent sovereign God, eternally self-existent in three Persons: Father, Son, and the Holy Spirit.
- iii. We believe that God is the Creator of all things, that He created the universe out of nothing, and that His sovereignty rules over His creation, including angelic and human beings.
- iv. We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His death on the cross, the shedding of His blood as atonement for our sins, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- v. We believe that there is but one mediator between God and the human race, one Savior, Redeemer, and King, our Lord Jesus, the Christ. In Him alone we are reconciled, redeemed, and restored to God and the life He intends. We affirm that Jesus is unique and singular in nature, being, and work; the center of God's saving work.
- vi. We believe that all have sinned and fall short of God's perfect standard.
- vii. We believe that salvation is by grace alone, through faith alone, in Jesus Christ alone. We believe in faith that is evidenced by works and that faith without works is dead.
- viii. We believe in the present ministry of the Holy Spirit, whose indwelling at the moment of salvation enables the Christian to live a godly life.
- ix. We believe in the resurrection of both the saved and the lost; those who are saved to eternal life with the Lord, and those who are lost to judgment and everlasting punishment.
- x. We believe the Church, which is the Body of Christ, consists of all believers and exists to fulfill Christ's great commission, making disciples of all nations, baptizing them in the name of the Father, of the Son, and of the Holy Spirit, teaching them to obey everything Christ Jesus commanded, all to the glory of God.

As a matter of firm policy, it is mandatory that all NHCS students' families and NHCS employees subscribe to the above Statement of Faith in a manner and method prescribed by the Board of Directors, either by written statement or by oral testimony.

New Harvest Christian School

Student/Parent Handbook

III. Association of Christian Schools International

NHCS is a member of ACSI.

Association of Christian Schools International (ACSI) is a service organization serving Christian schools across the United States and around the world. ACSI is not a member of or a part of any other organization. Each member school or college retains its individual distinctions and operating independence. Each member school receives a certificate of membership for display in the school office. Participation in any or all of the services of ACSI is voluntary. (*From an ACSI publication*)

ACSI member schools must agree with a common statement of faith and must not be affiliated with the World or National Council of Churches.

IV. Educational Philosophy of NHCS

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundation beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at NHCS believe distinguish our approach to education.

- A. We believe that the Bible clearly instructs *parents*, not the Church or State, to “*bring children up in the discipline and instruction of the Lord.*” The Church’s commission is essentially to spread the Gospel and to train believers (*Matthew 28:18-20*). The State has been directed to enforce God’s law and protect the innocent (*Romans 13*). The Church trains parents and the State protects families. The family raises and educates children (*Ephesians 6:1-4*). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
- B. We believe that God’s character is revealed not only in His Word but also in every facet of His creation. Therefore, we teach that all knowledge is inter-related and can instruct us about God Himself.
- C. God wants us to love Him with all our minds, as well as with our hearts, souls, and strength (*Matthew 22:37*). Therefore, we seek to individually challenge children at all levels and teach them not only what to learn but **how** to learn by using a curriculum that is modeled, but not exclusively based on the centuries-old and proven classical method, incorporating instruction in Latin and Logic in the higher grades.
- D. We desire to help parents teach their children that all they do should be done “*heartily, as unto the Lord.*” Therefore, we seek to encourage quality academic work and maintain high standards of conduct.
- E. We have a full Pre-Kindergarten through 8th grade program because we believe that as long as a child is under the parents’ authority and undergoing formal education, he/she should be trained biblically. (*Deuteronomy 6:6, 7; Proverbs 22:6*).

Above all, parents can be confident that their child, at every stage of his/her development in school, will be loved with a Christ-like love at NHCS.

New Harvest Christian School

Student/Parent Handbook

V. Latin at NHCS

Considering the sheer number of years and amount of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction in Latin at NHCS should need no explanation or defense. However, like many traditional particulars of good education lost in the name of “modern” or “progressive” education, Latin’s advantages have been neglected and forgotten by the last few generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

NHCS, therefore, teaches Latin for three major reasons:

- A. Latin is not a “dead language,” but rather a language that lives on in almost all major western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages. It also increases vocabulary in many fields of science, such as biology and other life sciences.
- B. Learning the grammar of Latin reinforces the student’s understanding of the reasons for and the use of the parts of speech being taught in our traditional English class work, e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.
- C. The study of Latin models the passage of every body of knowledge through the three stages of the Trivium. Unlike other subject areas, it provides the student with a finite body of knowledge that can be mastered. Thus, Latin is the ideal training ground for every other subject. While studying Latin at the logic stage, the student acquires the tools and practice necessary for effective study in other, more complex disciplines.

VI. Homework Philosophy and Guidelines

A. *Philosophy*

NHCS assigns homework for the following primary reasons:

1. NHCS actively promotes a “lifetime of learning,” not just learning during the school year. Therefore, NHCS places special emphasis on skills that promote effective self-study habits. Reading, research, and study done at home are some of the primary tools a teacher uses to promote a “lifetime of learning.”
2. Students often need some practice in specific new concepts, skills, or facts. In certain subjects (e.g. math, languages, and writing), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
3. Repeated, short periods of practice or study of new information is often a better way to learn than one long study period.
4. Since NHCS recognizes that parental involvement is critical to a child’s education, homework is a time for parents to actively assist in the studies of their child(ren). This will also keep the parents informed as to the current topics of study in the class.
5. To provide the student the opportunity to work on projects and reports using outside resources not available in the classroom.
6. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely.

New Harvest Christian School

Student/Parent Handbook

B. Guidelines for Assigning Homework

Because ability varies from student to student, homework policy becomes difficult to formulate. Homework need not be assigned due to the teacher’s poor planning or in place of an assignment that could have been completed in school.

The necessity for doing homework will vary from grade-to-grade and even from student-to-student. The following guide should be regarded as maximum times, not as required minimum times, and then only if homework is assigned. A homework assignment sheet is used in grades 3rd – 8th. *Please be reminded that the following serves only as a guideline.*

Table 1

Grade	<u>Approximate Homework Time Per Week Night*</u>
Kindergarten	Parents are encouraged to read to their child(ren) every night and also allow time for daily outdoor physical activities/exercise. Homework will be given on a limited basis.
1 st	In the first semester, 20 minutes (as needed). There will be up to 40 minutes of homework in the second semester.
2 nd	30 – 45 minutes (as needed) in the early part of the school year. Assigned homework might increase up to 45 – 60 minutes on some occasions. Please remember to read to your child(ren) each night.
3 rd	30 – 45 minutes (as needed) in the early part of the school year. Assigned homework might increase up to 45 – 60 minutes on some occasions and have your child(ren) develop a habit of silent reading.
4 th – 6 th	45 – 60 minutes. Latin homework will be approximately 15 – 20 minutes nightly. Please continue to read to your child(ren).
7 th – 8 th	60 – 75 minutes (approximately).

*Sometimes homework will be assigned over the weekend or over holidays and vacation periods to assist in the student’s ability to retain information or complete the assigned book. Work assigned during extended breaks (Thanksgiving, Christmas, and Easter) will be minimal to allow for family time.

VII. Participation in Field Trips

Participation in field trips is based on approval from the student’s teacher and school administration. If a student is missing assignments or has below a “C” average, he/she will not be allowed to participate in field trips unless otherwise approved by the teacher. If parents are behind on payments the student(s) will not be allowed to participate in field trips unless otherwise approved by the administration.

VIII. Grading / Promotion Policy

When considering the promotion of students, special emphasis will be given to the appropriate level of mastery of the curriculum as outlined below:

Kindergarten to First Grade: Basic math computations, behavioral maturity, and reading readiness for First Grade.

New Harvest Christian School

Student/Parent Handbook

First Grade to Second Grade: Student is expected to be able to recognize and use all letter sounds, to read and comprehend books at a first-grade level. Student should have the ability to spell assigned words with at least 70% proficiency and to write manuscript properly and neatly. Student should be able to compute basic (1-20) addition and subtraction facts with at least 70% accuracy.

Second Grade to Third Grade: Cumulative mastery of above requirements, plus ability to read fluently and independently, using books at a second grade level. Student should be able to write neatly and correctly; to identify the basic parts of a sentence. Student should have the ability to spell correctly with at least 70% proficiency. Student should be able to add and subtract two-digit numbers with at least 70% accuracy and to know simple multiplication facts.

Third Grade through Eighth Grade:

- A. Students must demonstrate a cumulative mastery of the above requirements
- B. Have no failing grades per semester in any academic subject. No more than two "Fs" in the same subject within an academic year. If they fail to meet these requirements, additional work may be assigned at the teacher's discretion and promotion to the next grade may be affected. PLEASE NOTE: Participation in the 8th grade graduation ceremony is dependent on passing all core subjects each semester.

Grading is as follows:

100 - 90 "A"
89 - 80 "B"
79 - 70 "C"
69 - 60 "D"
59 & below "F"

A student who does not maintain a "C" average or above in the core subjects of Math, Language Arts, and History may be placed in the previous grade level for that subject.

IX. Admission Procedures/Requirements

A. Admission Procedures

1. Parents should read all materials in the application packet prior to completing the New Student Application. A completed application form, together with the application fee, should be submitted to the school office as early as possible, since class size is limited.
2. Upon review of the application, parents will be required to have an interview with the school Administrator. The Administrator will then make a decision regarding the acceptance of the applicant. In some cases, a second interview with members of the Board of Directors or the teacher may be requested before a decision is made.
3. The Administrator will notify the parents of the final decision regarding acceptance. If accepted, the parents will receive a New Student Packet to complete, including the Admissions Agreement.
4. Prior to admission, all health and immunization records must be completed and all required information submitted. All financial arrangements between the family and the school must be agreed upon in writing and any tuition due must be paid before an admission is considered final.

New Harvest Christian School

Student/Parent Handbook

B. Admission Requirements for the Student

1. A child must have reached the age of four years by September 1st of the year in which he/she would be entering pre-kindergarten or five years by September 1st of the year in which he/she would be entering kindergarten.
2. The children should understand that their parents have delegated their authority to the school; therefore, they are subject to the instruction and discipline of the teachers and administrator in their prescribed roles at NHCS.
3. NHCS is unable to provide specialized instruction, programs, or staff for children diagnosed as having a severe learning disability. Outside help should be sought.
4. In general practice, if the student and parents comply with the requirements outlined above, NHCS will admit students of any race, gender, color, ethnic or national origin, subject to all rights, privileges, programs, and activities generally made available to all students. NHCS does not discriminate on the basis of race, gender, color, ethnic or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.

C. Admission Requirements for the Parents

1. Parents of students in NHCS should have a clear understanding of the Biblical philosophy and purpose of New Harvest. This understanding includes a willingness to have their child(ren) exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
2. It is required that parents of students subscribe to NHCS' Statement of Faith by both written and oral testimony. It is also required that at least one parent or guardian has a personal relationship with Jesus Christ and that the student is being raised in a Christ-centered home.
3. Parents should be willing to cooperate with all the written policies of NHCS. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

X. Student Health Requirements

A. Documents- All students attending NHCS must have the following documents on record with the school office upon enrollment in school:

1. A Report of Health Examination form indicating:
 - a. A current and complete health examination, including a physical examination, vision and audio-metric screening, blood, urine, and Tuberculin tests.
 - OR
 - b. A record of such a health examination completed any time within the period of 18 months before first-grade entry through 90 days after entry into first grade.
2. A completed Student Information Form, including Health Information (doctor's name, insurance coverage, allergies, required medication taken, etc.)
3. A current and complete Immunization Record. Standard immunization record forms may be obtained from your family doctor and a copy given to the school office.

New Harvest Christian School

Student/Parent Handbook

Table 2 Immunization Requirements

VACCINE	REQUIRED	
Polio	4 doses at any age, but ...	3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4 th birthday ¹ ; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2 nd birthday. ¹
Diphtheria, Tetanus, and Pertussis Age 6 years and under (Pertussis is not required) DTP, DtaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTap, or any combination of these. 7 th grade Tb booster	5 doses at any age, but ... 4 doses at any age, but... 1 dose...	4 doses meet requirements for ages 4-6 years if at least one was on or after the 4 th birthday. ¹ 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2 nd birthday. ¹ If last dose was given before the 2 nd birthday, one more (Td) dose is required. Not required but recommended if more than 5 years have passed since last DTP, DTaP, DT, or Td dose.
Measles, Mumps, Rubella (MMR) Kindergarten 7 th grade Grades 1-6 and 8-12	2 doses ² ... 2 doses ² ... 1 dose...	Both on or after 1 st birthday. ¹ Both on or after 1 st birthday. ¹ Must be on or after 1 st birthday. ¹
Hepatitis B Kindergarten 7 th grade	3 doses at any age 3 doses at any age	
Varicella Kindergarten Out-of-state entrants (grades 1-12) Chicken Pox	1 dose ⁴ 1 dose...	for children under 13 years; 2 doses are needed if immunized on or after 13 th birthday. ⁴
¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirements. ² Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older. ³ Two doses of the 2-dose hepatitis B vaccine formulation along with provider documentation that the 2-dose hepatitis B vaccine formulation was used for both doses and both doses were received at age 11-15 years will also fulfill this requirement. ⁴ Physician-documented varicella (chickenpox) disease history or immunity meets the Varicella requirements.		

New Harvest Christian School

Student/Parent Handbook

EXEMPTIONS:

The law allows (a) parents/guardians to choose an exemption from immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

California Law: Effective July 2016, SB 277 will eliminate personal and religious exemptions from immunization requirements for children in child care and public and private schools. The law will also allow personal belief exemptions (PBEs) submitted before January 1, 2016 to remain valid until a pupil reaches kindergarten or 7th grade. Further information about the implementation of SB 277 will become available by 2016 and will be posted on www.shotsforschool.org.

B. Consent for Medical Treatment

1. Parental permission for NHCS to secure any emergency dental or medical care by a duly licensed physician, nurse, or dentist must be signed on the school emergency form before student(s) starts the school year.
2. Written parental consent is required for NHCS to dispense parent provided, non-prescription medication such as Tylenol™ and/or cough drops in the event of minor discomfort (Optional). All medication must be kept in the school office with instructions and parental consent form. Students may keep inhalers with them in case they are needed.
3. Prescription medication will be dispensed ONLY with written parental permission AND written physician instructions describing the medication, dose, and length of time to be used.
4. Emergency Information listing the names and telephone numbers of people who should be notified in the event of an emergency, medical or otherwise must be on file with the school office upon enrollment.

XI. Tuition Fee Collection Policy

A. Objective: This process is to be followed unless specific other arrangements have been made between the administration and the families involved. Good faith will be presumed on the part of these families unless subsequent circumstances indicate no positive action can be expected.

B. Payment Options

- * Payment in full at the beginning of the year (August/September).
- * Payment in two lump sum installments with the first payment due at the beginning of the year (August/September) and the second payment due in January.
- * Pay monthly via FACTS-- Families on the monthly payment plan must register with FACTS, our tuition collection company, and be subject to their policies and procedures. Tuition is due on the 5th or 20th of each month depending on the payment plan you have chosen to use.

C. Late Payments: Tuition payments that are 15 days late will be assessed a \$20 NHCS late fee. If the tuition payment is 30 days late and there has been no communication with the school Office or payment resolution agreement made, your child will be suspended from school effective the next school day until the balance is paid in full or a payoff agreement has been made.

D. Returned Checks: Checks returned by the bank for non-payment will incur fees assessed by the bank and will result in an additional thirty-dollar (\$30.00) NSF fee assessed by NHCS. If more than one check is returned to NHCS within a school year, all future payments must be made in cash, money order, or cashier's check.

New Harvest Christian School

Student/Parent Handbook

XII. Student Responsibilities

A. General School Standards

We expect that the attitudes of students should complement the atmosphere our school desires to provide. We expect all of our students to demonstrate the following general attitudes and behavior:

1. Show respect and obedience to all school and church staff.
2. Show reverence to the Bible, the Christian flag, and the American flag.
3. Show proper care of all school and church property.
4. Have orderly and courteous conduct in the classrooms, sanctuary, break areas, playground, and restrooms.

B. Conduct on the School Grounds

1. Students are to remain in supervised areas at all times. Students may not leave school grounds without permission from the student's parent or guardian.
2. Students are to walk and be quiet near any classrooms or offices. There is no playing or loitering in the restroom areas or hallways.
3. The following items are not allowed on school grounds, except where special permission is given by the principal or teacher: any music device/player, camera, electronic games, toys, skateboards, etc.
4. Cell phones are allowed ONLY to make emergency calls. All other applications are not allowed on campus (music, camera, games, etc.). Cell phones must be turned off and stored inside a student's backpack between the hours of 8:15 a.m. and 3:10 p.m. *NHCS is not responsible for any lost or stolen item. Please see Cell Phone Policy at the end of the handbook.*
5. Toy guns, water guns, laser pointers, lighters, weapons, knives of any kind, matches, or anything deemed inappropriate by the administration are not allowed at school.
6. Students are not allowed to chew gum on the school campus.
7. Respect must be shown for the rights and property of others. Students may not handle or use the property of others without permission. Parents or guardians may be held liable for all damage to property caused by their child.
8. Students are to follow a "hands off" policy: no fighting, hitting, pushing, biting, or other rough-housing in a threatening manner or even in play.
9. Profane, vulgar, derogatory language (writing or drawing), or gestures are not allowed.
10. Students may not play with sticks or throw sand, dirt, rocks, etc.
11. Bicycle riding, scootering, skating, or skateboarding is prohibited at school (except for school tricycles).
12. Littering will not be tolerated. Belongings must be secured in backpacks or lunchboxes so that the wind and seagulls do not scatter papers and food.
13. Students are not allowed to carry backpacks/purses during breaks.
14. Public displays of affection are prohibited (i.e. hand holding, hugging, and kissing).
15. Students are prohibited from writing anything on one's self or others.

New Harvest Christian School

Student/Parent Handbook

XIII. Attendance Requirements

Students enrolled in NHCS are expected to be present and on time every day school is in session. The actual number of days school is in session will be determined by the annual school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the students are kept by the individual classroom teachers and reported on the student's report card each quarter.

A. Absences

1. Short-term Absences: If a student needs to be absent from school for one to two days for any reason, the parents must contact the school office by phone by 9:00 am each day of absence. If illness continues beyond 3 days, a doctor's note will be required for re-admission.
- 2.) Long-term Absences: If a student needs to be absent for three or more consecutive days, the parents must notify the school and explain the circumstances one (1) week prior to leaving. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork that the student would otherwise miss. Notification must be made as soon as possible to limit the amount of missed schoolwork.
- 3.) Extended Absences: We will cooperate with families taking their children from school for "special" family vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) all schoolwork must be completed and turned in on the 1st day back to school. We recommend that prior to any planned or extended absence, the student(s) work ahead as much as possible. This eliminates both the need to work during vacation or to make-up a significant amount of work. Teaching lectures and discussion are impossible to make-up.
- 4.) Unexcused Absences: If the student has more than 5 unexcused absences in one quarter he/she will be considered out of compliance with school regulations and not eligible for end of year promotion.

B. Tardiness

1. School begins at 8:10 am each day. A student will be considered tardy if not in attendance in his/her classroom at 8:15 am.
2. All tardies will be recorded on the student's report card and will become part of his/her permanent record.
3. We do understand that sometimes there might be unavoidable traffic problems or emergencies but students and parents should understand that consistent tardies create a problem not only for the tardy student but also for the entire class.
4. For every unexcused tardy, the student will be required to perform 10 minutes of school service during breaks or recess. School service will be directed by the teacher and/or Administrator and will consist of cleaning up the classroom, sweeping, picking up trash, making copies, etc.
5. Continued tardies will result in a parent conference with the school Administrator. At the 4th and subsequent unexcused tardy, a lunch detention will be served per quarter.

C. Early Departure

To avoid disruption for the student, classes, and teacher(s), please make every effort to schedule appointments after school hours or on half days. If early departure cannot be avoided, please notify staff as far in advance as possible and coordinate with staff to make sure student does not depart in the middle of a class period.

New Harvest Christian School

Student/Parent Handbook

XIV. Dress Code / Grooming Policy

A. Objective: NHCS has adopted a uniform dress code for the following reasons:

- so that each student may achieve an appearance that is suitable and appropriate for school
- to create an environment conducive to learning
- to foster school morale and camaraderie.

Hair, including facial hair, should be neat and clean, not outlandish or distracting. Hair must be a natural color (i.e. shades of brown, black, blond, and red). Uniforms must be neat, clean, and worn properly with a modest fit. Uniforms must adhere to the Student Uniform Guidelines, listed below. Skirts are not permitted on Physical Education (PE) days. Body piercing and tattoos are not permissible for NHCS students. The Teachers and Administration are responsible for the determination and enforcement of these standards. Students out of dress code will be sent home with a dress code violation slip to be signed by the student's parents. Repeated dress code violations will be subject to disciplinary action.

B. GIRLS GUIDELINES: Grades Pre-Kindergarten – 8th :

- Jumper – *Lands' End* hunter/classic navy plaid jumper. Solid navy and khaki jumpers are also acceptable. The jumper must be worn with a polo shirt. Solid dark color bike shorts, leggings or tights must be worn under the jumper.
- Skort/Shorts – Available through most local department stores. See: *Lands' End* navy blue or khaki (only) twill skort (*Catalogs available in the school office*). A skort must be worn with a polo shirt or an NHCS tee shirt. (*See tee shirt guidelines below.*) Skorts/Shorts must be no more than 1-inch above the top of the knee and must be fitted at the waist.
- Skirt – Navy blue or khaki solid color only (no plaid) skirts are available through most local department stores. (See sample in the *Land's End* catalog. A skirt must be worn with a polo shirt or an NHCS tee shirt. (*See tee shirt guidelines below.*) Solid dark colored bike shorts, leggings or tights must be worn under the skirt. Skirts must be no more than 1-inch above the top of the knee and must be fitted at the waist.
- Shirts – Short sleeve or long sleeve polo shirts without any patterns are to be worn in the appropriate sizes. All solid colors except black are acceptable. Only the NHCS logo is allowed on shirts worn to school. No commercial logos or wording are allowed. Shirts must be long enough to cover the mid-section when arms are raised. Turtleneck shirts, in solid white only, are acceptable on cold days when worn under a jumper or under a polo shirt with a jumper, skort, skirt or a pair of pants. New Harvest Christian School tee shirts in the appropriate sizes may be worn on Fridays only or on occasions directed by the administrator.
- Pants – Navy blue or khaki solid color Dockers-style pants or cargo pants available in local department stores or through *Lands' End*. NO JEANS and no different colored topstitching. Mid-calf Capri pants (navy blue or khaki color only) that come below the knee are also acceptable. All pants must be fitted at the waist. Leggings may not be worn in place of uniform pants.
- Socks – Navy blue or plain white without patterns are acceptable. (Socks must be worn. Different lengths are acceptable)
- Shoes – Closed-toe and closed heel shoes suitable for physical activity. Shoe heels must be 1-inch or less. No sandals.
- Sweaters – Cardigan style sweaters without any commercial logos or wording. Only the NHCS logo is allowed on sweaters worn to school. Solid navy blue, hunter green or white are the preferred colors, but other colors are acceptable if preferred colors are not available. Sweaters may be worn in the classroom.

New Harvest Christian School

Student/Parent Handbook

- Sweatshirts/Outerwear – Pullover or jacket style sweatshirts in navy blue or hunter green solid colors may be worn over a school shirt and may be worn in the classroom. Jackets for outdoor wear are preferred to be in the navy blue or hunter green solid colors, but other colors are acceptable if the preferred colors are not available. No hoods may be worn indoors. Outer wear must not have logos (other than NHCS), pictures or wording on the garment.
- Girls must not wear walking shorts or plaid skirts.
- Girls may wear earrings no longer than 1/2 – inch long.
- Any hair color change must remain within the natural hair color shades
- ACCESSORIES SUCH AS HEAD SCARVES, HATS, HOODS ETC. ARE NOT PERMITTED DURING SCHOOL HOURS.

C. BOYS GUIDELINES: Grades Pre-Kindergarten – 8th

- Pants – Navy blue or khaki solid color “Dockers”-style pants or cargo pants available at most local department stores or through Lands End. (See: *Lands’ End* reinforced knee Chino pants or original Chino pants.) NO JEANS and no different colored topstitching.
- Walking Shorts – Navy blue or khaki solid color only (Must be at least mid-thigh length) available at most local department stores. See: *Lands’ End* Chino walking short.
- Shirts – Short sleeve or long sleeve polo shirts without any patterns are to be worn in the appropriate sizes. All solid colors except black are acceptable. Only the NHCS logo is allowed on shirts worn to school. No commercial logos or wording are allowed. (See info below.) Turtleneck shirts, in solid white only, are acceptable on cold days when worn under a polo shirt. New Harvest Christian School tee shirts in the appropriate sizes may be worn on Fridays only or on occasions directed by the administrator.
- Socks – Navy blue or plain white without patterns. SOCKS MUST BE WORN.
- Shoes – Closed-toe shoes suitable for physical activities. No sandals.
- Sweaters – Cardigan style sweaters without any commercial logos or wording. Only the NHCS logo is allowed on sweaters worn to school. Solid navy blue or white are the preferred colors, but other solid colors are acceptable if the preferred colors are not available. Sweaters may be worn in the classroom.
- Sweatshirts/Outerwear – Pullover or jacket style sweatshirts in navy blue or hunter green solid colors may be worn over a school shirt and may be worn in the classroom. Jackets for outdoor wear are preferred to be in the navy blue or hunter green colors, but other colors are acceptable if the preferred colors are not available. No hoods may be worn indoors. Outer wear must not have logos (other than NHCS), pictures or wording on the garment.
- Belts – A belt is optional but must match the pants or made of brown leather.
- Earrings - Boys may not wear earrings while at school.
- Hair Color - Any hair color change must remain within the natural hair color shades
- ACCESSORIES SUCH AS HEAD SCARVES, HATS, HOODS ETC. ARE NOT PERMITTED DURING SCHOOL HOURS.

D. Free Dress Day Guidelines: Occasionally students will earn ‘free dress’ days. Apparel on these days should be neat and modest and should also allow for normal school activities including PE. Jeans and patterned T-shirts are allowed (no logos). Athletic pants are allowed but not sweatpants. No stretchy, tight exercise wear allowed. If a student’s ‘free dress’ apparel does not meet NHCS standards he/she will be asked to change into his/her uniform on that day. If you have questions about a specific item please check with the administration first.

New Harvest Christian School

Student/Parent Handbook

DRESS CODE FOR FIELD TRIPS AND SPECIAL ASSEMBLIES:

Boys – Evergreen polo shirt with NHCS logo and navy blue pants. **No cargo pants.**

Girls – Evergreen polo shirt with NHCS logo and jumper, navy blue skort or navy blue skirt.

DRESS CODE FOR PICTURE DAY:

Boys – Evergreen polo shirt with NHCS logo and navy blue pants.

Girls – Evergreen polo shirt with NHCS logo and either a plaid jumper, navy blue skort or navy blue skirt.

Note: On picture day, the above uniform standards apply to the class photo session. Modest, “Sunday best”, free dress may be worn for the single student or family photo only. After the singular photo session is completed, regular uniform standards apply for the remainder of the school day.

NOTE: In order to keep the evergreen polo shirt with the school logo looking in the best condition, please keep at least one evergreen “logo” polo shirt **reserved** for field trips, picture day and other special occasions as called for by the administrator.

XV. Discipline Policy

"Do not let any unwholesome talk come from your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you are sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you."

Ephesians 4:29-32

A. Philosophy

1. Discipline is viewed as an opportunity for instruction and understanding first and foremost. Because school is a community, discipline is applied first to preserve the proper environment for learning and then to instruct the offender. In this way, we teach our students love and respect for their neighbors above themselves.

2. Teachers are responsible for establishing an atmosphere of disciplined learning in the classrooms. Because classroom management styles vary from teacher to teacher and class to class, students are expected to conform to the standard of behavior established in each classroom by that teacher. Every teacher will maintain the overall standard of respect and obedience established by the school, and may elect to use the disciplinary procedures described in the NHCS policy manual when dealing with a student who has a discipline problem. At the discretion of the staff and/or administration, parents will be asked to become involved in the disciplinary process.

B. General Standards of Conduct

1. Do homework on time. If the student leaves his/her homework at home, it is considered late. Students are not allowed to use the Office phone to have their forgotten homework brought to them during class hours. Late penalties will apply.

2. Students are expected to cooperate with basic Christian standards of behavior and conversation.

3. 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.

New Harvest Christian School

Student/Parent Handbook

4. Students are expected to bring lunch or lunch money each day. If you are delivering a lunch for your student it must be in the office before the lunch period starts. Lunches must be consumed during the lunch period. Eating during class time is not allowed.

5. No chewing gum, soda, or energy drinks (e.g. Rockstar™, Full Throttle™, etc.) are allowed on the school grounds. Sports drinks such as Gatorade™ and POWERade™ are permitted.

6. No electrical music devices or portable electronic games with or without head/earphones are allowed on school grounds until after parents have picked up their child(ren).

7. Guns, knives, or controlled substances are not allowed on the school grounds.

8. Students are expected to be aware of and to avoid the off-limits areas of the buildings or grounds.

9. Students are expected to treat all school materials and facilities with respect and care. This includes all textbooks distributed to the students. Parents will be charged for lost or damaged text books.

C. Discipline Policy: In order to ensure a safe and wholesome scholastic experience, certain offenses require a trip to the Administrator. These offenses include, but are not limited to:

- Disrespect to a staff member
- Lying or cheating
- Rebellion or outright disobedience
- Fighting or name calling
- Obscenity or profanity
- Bullying

If a student commits one of the above offenses, a behavior alert will be sent to the parents and the student will be disciplined. The discipline will not include corporal punishment. A parent conference by telephone or in person will be required for second offenses. The purpose of a conference is to inform the parents of the seriousness of the infraction, disciplinary action taken at school, the consequence if the conduct continues, and to encourage parental reinforcement in the home. If a third offense occurs in a given year the student will be sent to the Administrator. A suspension may be given after the third offense at the discretion of the Administrator. If further offenses occur, the student may be expelled. Expulsions will be administered when necessary in order to maintain a disciplined, safe atmosphere that honors each child and teaches respect for Godly behavior.

XVI. Participation in Extracurricular Activities

Extracurricular activities are activities and courses sponsored by the school that require substantial after school participation. Extracurricular activities are voluntary and require participation that is over and above required academic course work. Academics take precedence over any and all extracurricular activities. Activities or electives that are designated as extracurricular include, but are not limited to, the following: all sports, dramas, musicals, choral groups, associated student body, etc. Extracurricular activities may require an additional fee.

Participation in extracurricular activities at school is limited to no more than four per year and no more than two at a time. Participation is contingent upon obtaining a 2.00 GPA during the previous grading period. Students participating in extracurricular activities must maintain a 2.00 GPA and must not be failing any classes. If students are failing any class or slip below a 2.00 GPA at any time, they will be placed on academic probation and participation in school sponsored extracurricular activities will be suspended until they attain a passing grade and/or a 2.00 GPA.

New Harvest Christian School

Student/Parent Handbook

XVII. Parent Involvement in NHCS

“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”
Ephesians 6:4

A. **Objective:** NHCS strives to operate as a support and extension of the family under the belief that the education of young people is the responsibility of parents. Our teachers and staff operate with delegated authority from the parents (*loco parentis*). God, through His Word, the Bible, indicates that the family is the most important human institution God designed since He compares it to the relationship believers have with Jesus Christ and the Father. Therefore, at NHCS, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

B. Parent Volunteer Hours

1. New Harvest Christian School requires each family to serve a total of 10 volunteer hours per quarter for a total of 40 hours over the school year. Volunteer hours may be served by ANY family member- whether or not they live in the same house as the student (ex. grandparents, aunts/uncles, etc)
2. Volunteer hours include but are not limited to: helping teachers in class, chaperoning field trips, sweeping/vacuuming/cleaning classrooms, attending restaurant fundraisers, helping facilitate other fundraisers, attending chapel on Thursdays, donating cookies/food for special events. If you have a question about something qualifying for volunteer hours please check with the administration.
3. It is each family’s responsibility to record their own service hours in the volunteer hour log book maintained in the school office.
4. Volunteer hours are rounded to the nearest half hour. For example- 1 hour and 15 minutes served would count as 1½ hours.
5. Volunteer hours are cumulative- meaning that if you serve 12 hours in the first quarter you will have 2 hours credit for the second quarter. Volunteer hours are NOT backwards cumulative—if you only serve 8 hours in the first quarter you may not make up the other 2 hours in the second quarter.
 - *The only exception to this is for 6th, 7th & 8th grade families who are planning to chaperone the Catalina, Sacramento or Washington D.C. trips since these trips involve more than 40 hours of service each. If you are planning to go on one of these trips please make a note of it on your family log sheet so that the office is aware of your plans. If you find you are unable to attend the trip and you cannot make up the 40 hours you will be charged \$35 per quarter for a total of \$140.
6. At the end of each quarter hours will be totaled and invoices will be sent home to the families who have not reached their 10 hours of service. If a family did not serve any hours, their fee is \$35.00. If a family served less than 10 hours they will be charged \$3.50 for each hour not served.
7. Volunteer hour fees are payable to the school via cash or check.
8. Students will not be allowed to participate in field trips until all fees have been paid. Any student whose family has not completed or paid for all the required hours by the end of the school year may not be permitted to re-enroll the following year.

New Harvest Christian School

Student/Parent Handbook

C. Parent Volunteer Dress Guidelines

The expectation for our students in wearing uniforms is that they are “dressed and prepared” to work each school day. We require parents to dress in such a way that reflects the same kind of professional and modest attitude we desire for our students each day. In doing so, our students will not become distracted by the attire of parents who are visiting or working on campus.

Listed below are specific guidelines for dress when working in the classroom, for yard duty, helping with an activity on campus, or chaperoning a field trip, or anytime you have to be in contact with NHCS students:

Women

- Tops should not be low-cut, have “strappy or spaghetti string” sleeves, allow cleavage to show or expose the midriff area.
- No low cut fitted T-shirts or workout tops.
- Shorts should be no shorter than 2” above the knee.
- Skirts should be worn no higher than 2” above the knee.
- Pants must be fitted at the waist and without unnecessary holes.

Men

- No casual tank or workout tops.
- No running or workout shorts.
- Shorts should be no shorter than 2” above the knee.
- Pants must be fitted at the waist and without unnecessary holes.

XVIII. Campus Parking Guidelines

- On “D” street, please do not park in the spaces that are marked for the handicapped. There are people with a legitimate need for those spaces. We have some parents and grandparents who have breathing difficulties, so a shorter walk into the school is very important.
- When arriving at school in the “E” street parking lot, it is necessary to drive into a parking spot to let your child vacate your vehicle. Some parents have stopped their vehicles in the center or to the side of the drive-thru path to let their children vacate their vehicle. (Oftentimes, empty parking spaces are blocked.) The drivers behind will have to wait or may try to drive past the vehicle in front. This creates a safety problem for the children walking from the parking lot to the playground area.
- If your child is in 2nd grade or lower, you should park your vehicle and walk him or her into the playground area.
- Please do not stop your vehicle in front of the entry gate to the playground. We need that access area clear at all times.
- Please drive slowly and carefully.
- **The gates on “E” street will be closed at 3:25 pm. If you have plans or think you will stay longer than that, please park on “D” street.**

New Harvest Christian School

Student/Parent Handbook

XIX. Lost and Found

We retrieve a large number of jackets, sweaters, lunch boxes, and other items daily. Please periodically check the Lost and Found in the office. At the end of each month, the items left in the Lost and Found will be donated to a local charity. Label lunch boxes and jackets, sweaters and sweatshirts with your child's first and last name.

XX. Daycare

NHCS offers after school daycare through a trusted provider who is an independent contractor for our school. Parents should make daycare arrangements and payments directly to the daycare provider. A sign-up sheet for daycare is available in the office.

All students not picked up by 3:20 pm will be sent to daycare, as we cannot leave them without supervision once teachers leave the dismissal area. Daycare students are not allowed to leave the premises without parental permission. After school daycare is located in our Kindergarten room accessible from "D" Street for student pick-up.

XXI. Cell Phone Policy

Students are allowed to have cell phones on campus as long as they are turned off and put into backpacks during school hours. Also, once a student is in daycare, cell phones again are not to be turned on and used. When a cell phone is confiscated, a parent must pick it up in the office. Parent and students acknowledge that if a phone is confiscated, the school has the right to examine its contents and further consequences may be given if necessary. NHCS is not responsible for lost or stolen cell phones.

If a student continues to disobey the rules regarding cell phone usage, the following consequences will occur:

- First and second offense: Confiscation of phone and a violation or detention. An automatic detention will be given if the student is talking or texting someone during school hours.
- Third offense: Confiscation of phone and detention
- Fourth offense: Detention and the student will lose the privilege of having his or her phone on NHCS' campus for the remainder of the school year.

New Harvest Christian School
Student/Parent Handbook

XXII. Policy/handbook signature page

To be completed and signed by both parents/guardians and by students and returned to the school office.

1. I, the undersigned parent(s)/guardian(s) & student(s), hereby declare that I have carefully read the **Application And Agreement** and that I fully understand each of the terms and provisions therein.
2. I further declare that I understand that by signing this Agreement for the year, we are agreeing to accept the policies and rules of New Harvest Christian School as outlined in the ***NHCS Student/Parent Handbook***.
3. I, the parent(s) of the below named student(s), hereby confirm that I/we have especially discussed with my/our child(ren) the following sections of the ***NHCS Student/Parent Handbook***

Section – Homework Philosophy and Guidelines

Section – Discipline Policy

Section – Dress Code/Grooming Policy

Section - Parent Volunteer Hours

Section - Cell Phone Policy

4. And that I have signed below that I understand(s) and will abide by the policies and rules of NHCS. I understand that continued enrollment and re-enrollment of my children at NHCS is dependent on my parental support of the school, its staff, and its policies in said sections.

Family Name: _____ (Please Print)

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Student #1 Signature: _____ **Date:** _____

Student #2 Signature: _____ **Date:** _____

Student #3 Signature: _____ **Date:** _____

Student #4 Signature: _____ **Date:** _____

Student Cell Phone number: _____

*******RETURN this signed page to the school office*******