HARVEST
COMMUNITY SCHOOL

High School
Middle School Addendum

Therefore, put on the full armor of God,
So that when the day of evil comes,
You may be able to stand your ground.
~ Ephesians 6:13

But that you think clear, feel deep,
Bear fruit well, the Friend of man desires.
~ Matthew Arnold

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Harvest Community School admits students of any protected class to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of protected class in administration of its educational policies, athletics, and other school-administered programs.

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Our School Year (Terms, Grading, Graduation, Tests)

Middle School Terms/Term Finales - Middle school terms fall under the trimester system, lasting approximately twelve weeks each. Term finales are at the end of each term (November, February, and May) to assess progress. They are held during the last week of the term. The last day of each term is listed on the school calendar.

High School Terms/Exams - High school terms fall under the quarter/semester system. A semester is divided into two quarters, lasting approximately nine weeks each. Term finales are held at the end of each semester (December and May) to assess progress and cannot be exempted except for a medical emergency. The dates of midterms and finals are on the color-coded school calendar found on our website. High school term finales are exams with open-ended questions so that students can express what they have learned. Students are expected to write responses in full paragraphs. **Students who do not show up for a final exam will receive a zero unless it is a medical emergency.** Permission to makeup an exam must be approved by the headmaster in advance.

Grading - Students in ninth grade and above will be graded according to the South Carolina Uniform Grading Scale (UGS) as follows:

Grading Scale

A:	90-100
B:	80-89
C:	70-79
D:	60-69
F:	60 and below

Graduation Requirements - Students must earn a total of twenty-four units of credit to graduate. State Board Regulations require the following units to be covered to earn a South Carolina High School Diploma:

Unit Requirements

English language arts 4.0
Mathematics 4.0
Science 3.0
U. S. History and Constitution 1.0
Economics 0.5
U. S. Government 0.5
Social Studies 1.0
Physical Education or Junior ROTC 1.0
Computer Science (including keyboarding) 1.0
Second Language: college bound 3.0; vocational 2.0
Electives 5.0 or more

Accelerated Students - While a minimum of twenty-four credits is required for high school graduation, student wishing to work at an accelerated pace may earn up to twenty-eight credits. This may be achieved through avenues such as additional online classes, work-study, or dual enrollment.

Testing (PSAT, SAT, ACT, ASVAB, etc.) - College preparedness exams are an integral part of preparing students for higher education and military service. We will advise students about taking these exams at the appropriate times, and we highly encourage their participation. Some assessments may require outside fees from HCS students. For more information concerning the PSAT, SAT, ACT, ASVAB, COMPASS, or any other college entrance exams, please contact the guidance counselor for more information.

Signature - By signing this handbook, parents and students agree to adhere to the recommendations and requirements set forth by Harvest Community School administration.

Our Days (Parking, Attendance, Homework, Fridays)

Arrival/Dismissal and Parking - The school day begins at 8:10 AM and ends at 2:10 PM. High School students who drive to school must park in the public lot across the street from the hardware store (at the intersection of Highway 301 and Dukes Street). The doors open to middle and high school students at 8:00 AM. Younger siblings of high school and middle school students may come in with their siblings. They will join their older sibling on the porch for dismissal and a teacher will escort them to the public lot.

Any student arriving after 8:15 AM is tardy. Students who are tardy more than three times in a semester will be assigned Study Hall for the next session and for each subsequent tardy. For example, the third tardy on Tuesday gets a warning. For the fourth tardy on Friday, Study Hall is assigned for the following Tuesday after school. For the fifth tardy on Wednesday, another Study Hall is assigned for Thursday.

Students may not leave before 2:10 PM without permission from the headmaster or their parent/guardian. The latter must notify the school in writing or verbally if students are to be dismissed prior to 2:10 PM. Students must sign out at the office before leaving.

Students are under the direct supervision of the school from the time they drive into the parking lot until they leave the parking lot. They may not leave campus for any reason unless given permission from their parent/guardian and the headmaster or teacher.

Attendance - High School students must attend eighty percent of the time allotted for each class credit by the SC Department of Education. Therefore, students may not miss more than the equivalent of five days during each semester (even if due to illness). Any student who misses more time will be required to make up that time either in Study Hall

or through special arrangements with administration and teachers. Excessive tardies also count toward the time missed for a particular class.

Homework - Because we are a college preparatory school, our students will be prepared for the demands of higher education (colleges, universities, vocational programs, etc.). Therefore, high school students are required to complete homework assignments. Assignments may include, but are not limited to, independent reading assignments, research, math practice, etc.

Study Hall - Study Hall will be held after school from 2:20 to 3:30 PM on Tuesdays and Thursdays. During this time, students can get additional help, complete missed assignments, and redo unsatisfactory work. Parents will receive advanced notice if their student needs to stay after school for Study Hall.

Field Studies - Some science classes may require field studies in our local state parks, wildlife refuge, and other natural areas protected by the State of South Carolina.

The Feast - The Feast, which consists of picture study, composer study, handwork, nature walk, nursing home visits, community service, and citizenship readings, contribute to high school credits in Art and Music Appreciation and Government/Economics.

Policies (Electronics, Behavior, Discipline)

Electronic Devices - Cell phones are prohibited during the school day and while on campus. They must be stored in the designated location upon arrival. If a student does not abide by these rules, the teacher will give the cell phone to the headmaster to be picked up by the parent. Detention may be assigned. If a student continues to use the phone at school, the headmaster will meet with the parent to set forth a disciplinary plan.

Students who consistently use good judgment may bring small devices or cameras on field trips to take pictures of findings but is at the discretion of the administration.

Character and Behavior - High school students are expected to set an example for younger students, who follow in their footsteps. Please be aware that student conduct and behavior outside of HCS can affect a student's standing at HCS and our reputation. We expect Harvest students to show self-control, honor, integrity, respect, and courtesy.

Student Relationships - Students are asked to refrain from developing relationships with each other that go beyond simple friendship. At Harvest, we try to guide students in developing strong bonds. Relationships built upon mutual respect do not distract others, but they do support a successful learning environment. We expect conversations to be wholesome and pleasing to God's ears. We see Jesus as our model in doing what is best for the other person and looking out for one another. This kind of friendship paves the way for positive relationships as adults.

The following actions are not conducive to fostering respect: public displays of affection, any physical action that may be seen as romantic, conversations going beyond friendship as defined above, writing "love" notes, and harmful or hurtful comments about students, teachers, and families. Students are to keep their hands off other students for any reason. Students may not post pictures of one another that would be considered cyber-bullying and harassment on social media

Any student who chooses to be disobedient to the rules and expectations set forth by Harvest administration will be subject to disciplinary action.

Any student, male or female, who has been involved in intimate relations resulting in conception, will be dismissed from Harvest Community School.

Sexual Harassment - Sexual harassment is defined as conduct that is sexual in nature, unwelcome, and limits the ability to benefit from the education program at Harvest. It includes having or sharing suggestive material on any electronic device or on physical material. It includes words, gestures, drawings, symbols, recordings, melodies, rumors, jokes, innuendoes, and anything provocative. Sexual harassment goes against the kind of relationships valued at Harvest and will not be tolerated.

Classroom Discipline - Most disciplinary issues for behavior and/or academics will be handled by the teacher in the classroom and can involve any of the following: correction of offensive behavior in the most positive way possible, private conversation between teacher and student, natural consequences, loss of privileges, Study Hall, parent-teacher-student conference, and referral to the headmaster.

Disciplinary Process - If the process of classroom discipline does not resolve the issues, the student will be referred to the headmaster for further action, which could include and may not be limited to suspension, academic probation, disciplinary probation, or expulsion.

Dismissal Appeals Process - Any student who has been dismissed from school may appeal this decision by submitting a written request for a hearing before the school board within fifteen days to the Harvest Community School Board Chairman. The Board will meet to hear from the student and parent/guardian(s) in a dismissal hearing. Following appeal, the board may convene in closed executive session to determine the final course of action.

Modesty of Appearance - We expect middle and high school students to comply with the following guidelines at school, on field trips, and during extra-curricular activities:

- No T-shirts with logos and images that depict reflect scary movies, horror, inappropriate lyrics and wording, substances that are illegal for underaged students, or anything found unsuitable by the headmaster.

- **No facial piercings.** Students who have facial piercings must remove piercings or spacers before coming to school.
- Earrings should not be distracting.
- Facial hair must be well groomed.
- No hats or hoodies that cover the head are worn indoors.
- **No one under 21 shall have visible tattoos.**
- Shorts and skirts must be longer than your fingertips when standing at attention.
- Shirts should not be see-through. Shirt straps should be at least three fingers wide. No tube tops are permitted. Tank tops and spaghetti straps are permitted if a blouse is worn with it. Proper undergarments must always be worn and not seen. No crop tops.
- **Pants will be free of holes and frays above the lower thigh. Skin should not be seen above the fingertips when standing at attendance.**
- Pants, shorts, and skirts should fit properly.
- **Any fitted pants, shorts, leggings, or skirts should be paired with an appropriate tunic that covers your entire front and back. The fingertip rule applies here, too.**
- Pajamas are not to be worn to school.

The headmaster makes the final decision as to what is and is not appropriate. Persistent issues may be referred to the headmaster for further discipline.

Illegal Substances on Campus - No one under 21 shall bring to the campus, offer to other students, or use illegal substances or devices as defined by South Carolina state law. The campus encompasses the building and groups, parking (including public parking), and all school activities including those held off campus (walks, field trips, community service, etc.). These items include vape (e-cigarette devices and pods), cigarettes, alcohol, and all controlled substances. Medications will be stored at the office and administered by the staff. Students caught with illegal substances or devices will be referred to the headmaster for further action, which could include and may not be limited to suspension, academic probation, disciplinary probation, and possible expulsion.