

# Middle and High School Student Handbook 2016-2017



**Learn Eagerly. Play Skillfully. Live Honorably.**



West Campus – 1240 Luckney Road, Flowood, MS 39232 • Phone: 601-992-5333  
East Campus – 6073 Highway 25, Brandon, MS 39047 • Phone: 601-829-4599

[www.hartfieldacademy.com](http://www.hartfieldacademy.com)



## TABLE OF CONTENTS

I.	ABOUT HARTFIELD ACADEMY.....	3
II.	SCHOOL/OFFICE HOURS & CARPOOL.....	8
III.	FINANCIAL POLICIES.....	9
IV.	ILLNESS & MEDICATION POLICIES.....	10
V.	COMMUNICATION & PARENTAL EXPECTATIONS.....	11
VI.	ATTENDANCE POLICIES.....	13
VII.	ACADEMIC POLICIES & PROCEDURES.....	15
VIII.	DISCIPLINE.....	18
IX.	TECHNOLOGY ACCEPTABLE USE POLICY.....	22
X.	MISCELLANEOUS POLICIES.....	24
XI.	STUDENT DRESS CODE POLICY.....	28
XII.	EMERGENCIES POLICIES.....	29
	PARENT/STUDENT SIGNATURE PAGE.....	30



## MISSION STATEMENT

**Hartfield Academy is a Christ-centered, college preparatory school created to help families prepare their young people academically, emotionally and spiritually to pursue the next stages of their lives with a passion for learning, for putting others ahead of self, and for the living and active Jesus Christ.**

The fear of the LORD is the beginning of wisdom, and the knowledge of the Holy One is insight. (Proverbs 9:10, ESV)

**School Colors:** Garnet and Gold

**Team Name:** Hartfield Hawks

**School Motto:** Learn Eagerly. Play Skillfully. Live Honorably.

<b>Campuses:</b>	<b>West Campus</b>	<b>East Campus</b>
	601-992-5333	601-829-4599
	1240 Luckney Road	6073 Highway 25
	Flowood, MS 39232	Brandon, MS 39047

Hartfield Academy (“Hartfield”) does not discriminate on the basis of race, color, gender, or national and ethnic origin.

---

## PREFACE

The Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Hartfield. Although the Handbook is not intended as a comprehensive statement on these subjects, it is written to answer the frequently asked questions about the policies and procedures of the school. Our policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to various issues.

Commitment to these policies and procedures by students, parents, and staff enables the school to run on a smooth, effective basis. Consistent support of these policies will produce even more significant and lasting accomplishments for students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this Handbook is to allow parents, students, and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives.

The provisions of this Handbook do not constitute a contract between Hartfield and students or families. Hartfield reserves the right to change the policies, procedures, rules, regulations, and information in the Handbook at any time. The Board of Trustees approves all major changes.



## **I. ABOUT HARTFIELD ACADEMY**

Hartfield exists to strengthen Christian families in rearing young people who go on to college with a passion for learning, for putting others ahead of self, and for the living and active Jesus Christ. Hartfield is a covenant school. A covenant school is a community of Christian believers who are engaged not only in the important endeavor of education, but in discipleship and spiritual growth as well. All teachers, administrators, trustees, and at least one parent/guardian (and preferably both parents/guardians) of an applicant must affirm his or her Christian commitment and faith. This requirement is in obedience to our call to provide Christian families an educational experience that challenges students to know the Lord Jesus Christ and to develop a vision and practice of excellence, character, leadership and service. Teaching a young person Godly discretion, wisdom and discernment is a challenging task, which we believe occurs more abundantly when home, church, and school are in complete accord. In short, Hartfield is a school for Christian families. Hartfield is also a college preparatory school. Therefore, we offer a rigorous and challenging academic curriculum that prepares each student to excel at the collegiate level.

### **STATEMENT OF FAITH**

- We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.
- We believe in the Holy Trinity, one God eternally existent in the three persons – Father, Son, and Holy Spirit – the same in substance, equal in power and glory.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal physical return in power and glory.
- We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death, which is separation from God; that all human beings by physical birth possess a sinful nature.
- We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.
- We believe in the present ministry of the Holy Spirit, by whose indwelling upon salvation the Christian is enabled to live a Godly life; that it is incumbent upon every believer to walk worthy of his calling – to walk after the spirit and not after the flesh.
- We believe in the resurrection of the body of both the saved and the lost – they that are saved to the resurrection of life everlasting, and they that are lost to the resurrection of eternal damnation.
- We believe in the spiritual unity of believers in the Lord Jesus Christ.

## **OUR EDUCATIONAL PHILOSOPHY**

The aim of true Christian education is to encourage the pursuit of knowing God, His created world, and the expressed order found therein. It engages and challenges the mind and heart along the higher paths of intellect, while building the heart's capacity for inspiration and revelation. A student who connects the facts, concepts, and principles of a Christ-centered education in a purpose-driven and faith-integrating catechism for life is challenged to address how he makes decisions in work and scholarship, his admission and acknowledgement of his own place in history, and his character development in light of his commitment to faith in Christ. A Christ-centered education affects every area of life and learning as he develops spiritually, academically, morally, socially, and physically.

## **OUR CORE VALUES**

**Truth**  
**Excellence**  
**Service**  
**Leadership**  
**Honor**

### **TRUTH**

John 8:31 states, "If you hold to my teaching, you are really my disciples. Then you will know the truth and the truth will set you free." A Christ-centered education invites its students to consider Him who is all Truth as Creator, Savior, and Lord over all of the domains of life. An educational climate and culture where truth is championed enables students to think critically in the classroom and in real life.

### **EXCELLENCE**

Titus 3:8 states, "This is a trustworthy saying. And I want you to stress these things, so that those who have trusted in God may be careful to devote themselves to doing what is good. These things are excellent and profitable for everyone." The Hartfield student in pursuit of excellence will know the standards and principles of "what is good" from a Biblical perspective. He or she will be taught that it is by His grace that we acquire excellence through the exercising of the talents and resources He has given us, so that we may glorify Him in all things.

### **SERVICE**

Matthew 20: 26-28 states, "Whoever wants to become great among us must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." The Hartfield student will be taught that service to others is the key to greatness.

### **LEADERSHIP**

Romans 12:8 states, ".If it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully." Leadership starts with learning how to lead oneself in wise character choices. Furthermore, part of the Hartfield experience will be equipping our students with the principles, precepts and practices of leadership, so that a Hartfield student may be salt and light in the leadership roles he will assume in the future.

### **HONOR**

John 5: 23 states, ".That all may honor the Son just as they honor the Father. He who does not honor the Son does not honor the Father, who sent him." A culture of honor starts first with giving our all to Jesus Christ knowing that He is the source of our lives. To honor others in the light and grace of God's love, we consider others above ourselves by seeking their betterment and growth in Him. By placing others first, we honor them and our God.

## **OUR TEACHERS**



The teacher has a personal commitment to the Lord Jesus Christ and demonstrates the love of Jesus to students, parents, and others in the Hartfield community. Every teacher is committed to excellence in education as demonstrated through mastery of his or her respective subject matter or classroom niche, understanding of child development and learning styles, and possession of the ability to connect not only the subject matter with the student, but to also create a rich environment for learning beyond the text. We believe that to love students is to hold students to high academic standards. Each teacher is expected to possess and practice from a Biblical worldview perspective and continually pursue excellence in his or her craft. This pursuit allows the community of learners to be one which enlivens the professional climate and culture, where best practice is a continual dialogue amongst the teachers and administration, so that the students see the evidence of truth and excellence personified.

### **STUDENT OUTCOMES**

The educational process that every student undergoes at Hartfield Academy is underscored by a philosophy that every child will be known, guided, and loved for his or her individuality, creative and intellectual potential, and for the ultimate call to know Jesus Christ as Lord and Savior. We understand that every child is a “work-in-progress” and that maturity is a lifelong journey of making wise choices. Our role as a school, in partnership with parents and the church, is to use our mission as a guide for the purpose of equipping our students to not just be successful in life, but to make an eternal impact on our culture that emanates from a lifestyle of loving the Lord with all of their heart, mind, soul, and strength, and their neighbor as themselves (Matthew 22:37-39). The Hartfield man and woman, upon earning a diploma, will be known as one who embodies the desired outcomes of academic and spiritual preparation that is foundational for pleasing God, serving others, and living a life that is passionate and uncompromisingly noteworthy. The stated outcomes for our students are as follows:

### **ACADEMIC PREPARATION**

**Students demonstrate academic preparedness when they:**

- a. Cultivate and apply a Biblical worldview. Daniel 1:20 states, “In every matter of wisdom and understanding about which the king questioned them, he found them ten times better than all the magicians and enchanters in his whole kingdom.” The student at Hartfield Academy will be challenged to understand that all truth is God’s truth and be able to defend the narrative of God’s word, the principles of being able to “rightly divide the word of truth” (II Timothy 2:15), and view himself or herself as part of the redemption story for all of mankind.
- b. Write clearly in a variety of expressions and styles (essay, persuasive essay, research, creative writing, poetry etc.).
- c. Speak articulately and with confidence.
- d. Are able to speak knowledgeably in a non-native language.
- e. Demonstrably possess the academic skills to succeed in college (research, written communication skills, note taking, time management, self-awareness, goal setting, critical thinking, etc.) and the test scores that are more than sufficient to enable the student to be accepted to the college of their choice.
- f. Learn how to learn: demonstrate higher order thinking by mastering content and concepts at the baccalaureate level.
- g. Understand their own learning style and can make use of it adaptively in a variety of contexts.
- h. Appreciate various art forms (music, photography, painting, sculpture, graphic design, architecture, etc.) and if talented in the arts, discern and develop the pathway for that God-given expression of His beauty.
- i. Demonstrate a working knowledge of computer functions, software applications, and problem solving in the context of what creates a 21<sup>st</sup> century learner: learning to learn, becoming an independent thinker, being able to problem solve through collaboration and team work, and be adaptable in a global system of technologies.

### **CHRISTIAN CHARACTER PREPARATION**

**Students demonstrate appropriate Christian character when they:**

- a. Learn to live with an eternal mindset that exhibits biblical discernment and discretion in decision-making.
- b. Model godly behavior in their roles and relationships in their family, peers, and authority.
- c. Live in such a manner where one's Biblical values will be made evident by what others see versus by what one says.
- d. Live to respect others for their differences.
- e. View living a healthy lifestyle honors God.
- f. Love to learn, love others and live honorably.

## **PASSION**

### **Students demonstrate a passion for learning and life when they:**

- a. Cultivate the life of the mind as stated in Matthew 22: 37-39; to "love the Lord with your mind." Doing so enables the individual to engage their culture with truth, wisdom, and tact. As believers we are called to give a defense for the hope that lies within us (1 Peter 3:15).
- b. Pursue excellence as a lifestyle according to Daniel 1:20, which describe the exiles of Judah as, "ten times better than all the magicians and enchanters in his whole kingdom."
- c. Demonstrate biblical leadership by serving and seeking the good of others first in school, church, civic, political and social organizations in the community.
- d. Have identified and developed his or her intellectual, artistic, athletic gifts from God and is prepared to use them to His glory for a future vocation according to their interests.
- e. Devote oneself to a strong work ethic that honors God and others (Col. 3:23).

## **SERVICE**

### **Students demonstrate a lifestyle of service when they:**

- a. Are concerned about others above themselves. (Philippians 2:3-4)
- b. Are willing to demonstrate acts of service when inconvenient and, if need be, in areas and countries outside their own level of comfort.(Matthew 28:19-20)
- c. Possess the rudiments of the character traits of humility clothed in strength as Christ modeled it. (Philippians 2: 2-11)
- d. Choose a lifestyle of obedience to seeking first the kingdom of God (Mat. 6:33).

Academic commitments have priority over all other school activities. Students are expected to attend all classes and to complete all course assignments on time. The academic school year will be divided into four nine-week grading periods.

When students need academic assistance, arrangements can be made to meet with the classroom teacher before or after school.

## **ORGANIZATIONAL STRUCTURE**

### **THE BOARD OF TRUSTEES**

The Board of Trustees of Hartfield is composed of individuals who have an objective commitment to the school, who by their own support and leadership contribute to the school's growth and financial well-being, who seek to work voluntarily on a variety of committees, and who, through their leadership in the community, bring recognition and honor to the school. Board members receive no compensation or tuition discounts for their service. In maintaining ethical and professional standards, the Board has delegated the operation of the school to the Head of School. Through the Head of School, parents are informed of appropriate policies and decisions.

### **HEAD OF SCHOOL**

The Head of School is the chief executive officer and responsible for the school's total operation, the evaluation and employment of all personnel, as well as the evaluation of the school's philosophy, objectives, and standards. The Head of School appoints administrators to assist him/her in implementing the school's mission, formulating and developing basic policies, and overseeing the daily academic and business operation. In the classroom, it is the professional teacher who has the important role of working daily with students to help meet their academic needs. The Head of School's decision is final in all matters of the school's daily operation and enrollment, including the dismissal of students. The Head of School is accountable to the Board of Trustees who, in turn, delegates all educational and other operational matters to the Head of School. The Board of Trustees and the Head of School work together through mutual respect for ethical standards in regard to school policies, standards, and communication.

### **PRINCIPALS**

The elementary and high school/middle school principals (division heads) report to the Head of School. Each principal/division head is charged with the comprehensive responsibility for all activities involving students and faculty in their respective divisions and should be the initial point of contact in the administration for matters concerning academic and student affairs. Their specific responsibilities include the following: To act as the educational leader of the school division; to function as the chief articulator of that division's programs, expectations, and behavioral guidelines; to observe, supervise, and help evaluate the faculty in the development and implementation of the curriculum; to provide an orderly, controlled environment; to oversee and direct the activities of the department chairs, sponsors of student organizations, and faculty committees; to make recommendations to the head of school regarding the hiring, retention, and assignment of faculty; to be a visible presence in all areas of the school working toward a resolution of all problems; to prepare a master school class calendar, serve as a consultant to teachers regarding class management, teaching methods, and procedures; to assist in the admissions process, and to perform other duties assigned by the Head of School.

### **FACULTY AND STAFF**

Members of the faculty and staff are appointed annually based on their dedication to the educational profession, their evidence of a Christ-like walk, their desire to be supportive team members, their observed effectiveness in the classroom, their ability to maintain professional and ethical standards, and their diverse talents and contributions to the total life of the school. As part of the professional and ethical standards, faculty and staff are expected to uphold the philosophy of the school and all school policies. Each Hartfield teacher has a personal commitment to the Lord Jesus Christ and demonstrates the love of Jesus to students, parents, and others in the Hartfield community. Every teacher is committed to excellence in education as demonstrated through mastery of his or her respective subject matter or classroom niche, understanding of child development and learning styles, and possession of the ability to connect not only the subject matter with the student, but to also create a rich environment for learning beyond the text. We believe that to love students is to hold students to high academic standards. Teachers are expected to possess and practice from a Biblical worldview perspective and continually pursue excellence in their craft. This pursuit allows the community of learners to be one which enlivens the professional climate and culture, where best practice is a continual dialogue amongst the teachers and administration, so that the students see the evidence of truth and excellence personified.

## **II. SCHOOL/OFFICE HOURS AND CARPOOL**

### **SCHOOL HOURS**

East Campus	Grades K3–K4-HD	Start 7:50 a.m.	Dismissal	11:30 a.m.
-------------	-----------------	-----------------	-----------	------------

East Campus	Grades K3–2nd	Start 7:50 a.m.	Dismissal	2:20 p.m.
West Campus	Grades 3rd–5th	Start 8:00 a.m.	Dismissal	2:40 p.m.
West Campus	Grades 6th–12th	Start 8:00 a.m.	Dismissal	3:05 p.m.

\*Early Drop-off starts at 7:15am

**Early Dismissal Times:	Grades K3–2nd	11:30 a.m.	Dismissal
	Grades 3rd–5th	11:45 a.m.	Dismissal
	Grades 6th–12th	12:00 p.m.	Dismissal

Hartfield is open to students at 7:15 a.m. **Parents may not drop off students prior to 7:15 a.m.** All students arriving before 7:50 a.m. are to go to the gym and remain until the first bell. Students are released at 7:50 a.m. to go to their lockers and report to their 1st period class. Students are considered tardy at 8:01 a.m.

Hartfield is not responsible for students arriving on campus before 7:15 a.m. unless they are serving morning detention.

### OFFICE HOURS

Grades K3–5th	7:30 a.m.–3:30 p.m.
Jr. High/Sr. High School	7:30 a.m.–3:30 p.m.
After School Care-(Hawks Nest)	2:30 p.m.–6:00 p.m.

Hours may vary during holiday and vacation periods.

Summer Office Hours 8:30a.m. - 2:30 p.m.

### CARPOOL

For their safety, students should only be dropped off at the designated carpool stop and only after 7:15 a.m. The middle & high school lane for carpool drop off is the outer lane, closest to the football field. Elementary drop-off is in the inner lane next to the school.

Middle & high school students can be picked up after the last bell rings at 3:05 p.m. Students will be in the courtyard area and are responsible for making a connection with their parents. Carpool numbers will not be assigned to the parents of middle & high school students.

Middle & high school students remaining at school without supervision after 3:45 p.m. will be sent to the media center and a late fee of \$25 will be charged. This is not intended to be an after school program.

### **III.FINANCIAL POLICIES**

#### **FINANCIAL OBLIGATIONS**

In order to remain at Hartfield, parents or guardians must meet the financial obligations for educational services rendered to their children. Monthly tuition payments are due on the first of each month beginning in June and ending in May. Tuition may be paid monthly, by the semester, or in full. The following general financial policies are applicable to delinquent or unpaid tuition and fees:

- If monthly tuition is past due by 30 days, a late fee of \$30.00 will be added to the tuition for that month on the first day to defray additional administrative and bookkeeping costs. (Requests in writing may be made for special situations to be reviewed by the business manager).
- If tuition or fees remain unpaid at the end of the 30-day period, parents and/or guardians will be asked to keep their children at home until all accounts are paid.
- All accounts must be current in order for students to take semester exams or receive a grade in any course. Grades, transcripts, and/or records will be withheld while tuition or fees are in arrears.
- Check or bank drafts returned for insufficient funds or other reasons will result in an additional charge of \$30.00 to cover administrative and bookkeeping costs.
- Application for registration or enrollment of students will not be considered as long as the family making application is indebted to the school for any past-due amount.
- Seniors will not be permitted to graduate or participate in graduation activities until all tuition and fees are paid in full.

#### **WITHDRAWAL AND REFUND POLICY**

If withdrawal occurs, for any reason the parent/responsible party is accountable for any unpaid tuition remaining on the Contract. Any overpayment of tuition (if released from the Contract) will be calculated on a pro rata basis according to the date of withdrawal. Parents wishing to withdraw their child from Hartfield should contact the Director of Admissions, ensuring that all instruments, books and/or uniforms borrowed from the school have been returned and all fines owed to the library or office have been paid. Refunds of tuition will be in accordance with the Refund Policy set out as follows: (Please see Tuition Contract for further stipulations.)

- A. To be considered for release from the Contract, a written request must be made to the Business Manager stating the reason for the request.
- B. A letter requesting such must be submitted to the business manager with documentation to substantiate the request. If release from the Contract is not granted, the parent(s)/legal guardian(s) may be responsible for the entire tuition amount for the year. Student records may not be released until all tuition and/or penalties have been paid.
- C. Upon release from the Contract, any pre-paid tuition will be refunded on a pro rata basis after deduction of unpaid fees or balances. **All fees are not refundable.**

#### **FINANCIAL ASSISTANCE**

A limited amount of financial assistance is available. The process for applying for tuition assistance is completed through FACTS, which gives Hartfield an independent, 3<sup>rd</sup> party financial recommendation based on several factors submitted by the applicant. Financial aid is distributed on a yearly basis. Applicants must reapply each year and are awarded each year as funds permit.

## **IV. ILLNESS AND MEDICATION POLICY**

### **COMMUNICABLE DISEASES**

Students will not be accepted at school if they have any signs of illness, including fever, severe cold, vomiting, diarrhea, pink eye, etc. Students must be free from fever or vomiting for 24 hours without medicine before returning to school (48 hours if diagnosed with the flu). Should students get sick at school, parents will be notified immediately. In the case of head-lice, Hartfield strictly enforces a “no-nit” policy.

### **PRESCRIPTION/NON-PRESCRIPTION DRUGS**

Students may not take medication without the knowledge of the Principal or Head of School. All medication must be kept in the office. Students should never give other students medication (prescription or non-prescription).

Our staff is not medically trained. Students are not permitted to self-administer medication or treatment (with the exception of a breathing inhaler). If students have continuing medication or other medical needs, then parents should make arrangements for students to receive such medication or treatment outside of regular school hours. Parents may request that necessary medication or treatment be administered by a licensed physician, nurse, custodial parent or legal guardian at reasonable times during regular school hours at your own expense. Alternatively, if students require medication during school hours and parents are unable to arrange medical personnel, a custodial parent, or a legal guardian to administer the medication, they may request that the Hartfield office/administration administer medication by completing a Medication Administration Request and Consent Form. This form may be obtained from the Hartfield office. Hartfield reserves the right, in its sole discretion, to approve or deny all such requests. Medication will not be dispensed without written authorization. The only exceptions to the above policy are the use of epi pens in a life threatening situation and the use of medically prescribed asthma inhalers. Parents must sign a statement authorizing Hartfield personnel to administer the epi pen to their student and should supply the epi pen to Hartfield.

All students are required to have a medical release agreement signed by the parent or legal guardian.

### **IMMUNIZATIONS**

Students enrolling from **out-of-state schools** are required to have on file, by the time school starts, a Certificate of Compliance (Form 121) indicating that all immunizations are up to date. In addition, as of April 2012, the State Department of Health requires *all 7th graders* to have a Certificate of Compliance (Form 121) indicating a current TDAP vaccination on file by the time school starts. Form 121 is available from your physician.

## **V. COMMUNICATION AND PARENTAL EXPECTATIONS**

### **SCHOOL COMMUNICATION TO PARENTS**

Hartfield utilizes various forms of communication in an effort to insure parents and students are informed of school-related issues. Any of the below methods may be used. Note: parents are responsible for promptly notifying the school of any change in address or telephone numbers. This information is important to insure proper communication between home and school.

#### **SCHOOL WEBPAGE**

General information can be found on Hartfield's website ([www.hartfieldacademy.com](http://www.hartfieldacademy.com)). The homepage is updated often and the school calendar found on the website is continually updated as the year progresses.

#### **RENWEB**

RenWeb is a web-based information system through which parents and students may access information about grades and assignments (both missed and forthcoming). Report cards are issued through RenWeb. RenWeb also provides an e-mail system enabling parents and teachers to communicate about academic/behavior matters. Parents must receive an access code through the administration, which will be provided at the beginning of the year.

#### **SCHOOL-WIDE EMAIL**

Periodic emails are regularly sent regarding school announcements and calendar dates and events. Please notify the office if you are not receiving these emails.

Parent Alert provides a means to communicate various issues to parents and students. This will be one of the methods of communication for short bursts of information including school closings or delays. Details for participation are on the Hartfield website. During orientation, there will be an opportunity to sign up for this service.

### **PARENT COMMUNICATION TO SCHOOL**

Teachers make every effort to inform parents of their child's progress and needs. However if a need arises to contact a teacher or a member of the administration, there are several methods available to parents.

#### **EMAIL**

Email is the primary and first method of communication that parents should utilize to obtain general information or to obtain quick clarification on a given issue. Please note that teachers are functioning in an instructional and supervisory role during the day. Our goal is for emails requiring a response to be answered within 24 hours. Faculty/staff email addresses are: first initial, last name, [@hartfieldacademy.com](mailto:>@hartfieldacademy.com).

#### **CONFERENCE**

If parents need more detailed information or would like to discuss a concern, a conference may be requested through the teacher or the Principal's office. Conferences should be scheduled at least a day in advance. Teachers are available during their conference period. The guidance counselor will gladly schedule an appointment. Note: parents are not allowed to go to the classroom to see a teacher without first reporting to the appropriate Principal's office. Please do not engage in detailed discussions or attempt to conference with teachers informally (such as before or after school, during carpool, during a teacher's lunch, in the hallway, on field trips, or at Open House) without scheduling a conference.

Teachers are instructed not to discuss other students in parent/teacher conferences. Comparisons with other students are not allowed. Only parents or legal guardians may participate in parent/teacher conferences. Any exceptions to this policy must be approved by the Head of School.

### **TELEPHONE**

Parents may call the office to leave a message for teachers. Our goal is for teachers to return phone calls within 24 hours. Additionally, teachers may choose to provide parents with their personal phone numbers but please remember that is their option. The school office will not provide teachers' phone numbers. Please be respectful of teacher's family time and do not call them at home unless it is an emergency. Please do not call a teacher at his/her residence or on their cell phone unless permission has been granted by the teacher.

### **COMPLAINTS AND CONCERNS**

When concerns or disagreements arise, Hartfield's policy, which has been adopted by the Board of Trustees, is based on Matthew 18:15-17:

- When appropriate, all questions, problems, or complaints should be brought to the teacher first before anyone else is involved.
- If the situation is not resolved at this level, it should then be brought to the Principal.
- If it still is not resolved at this level, it should then be presented to the Head of School for consideration and a final decision.

Hartfield believes that a positive and constructive working relationship between the school and students' parents (or guardians) is essential to the fulfillment of its mission. Discussions regarding complaints or concerns should always center on facts and direct observations and be confidential in nature. Parents should respect and adhere to the professional observations and judgment of the faculty. Use of email, Facebook or any other form of communication that undermines the administration or the teacher may be dismissible. Thus, Hartfield reserves the right to dismiss or not re-enroll students if it reasonably concludes that the actions of parents (or guardians) make a positive and constructive relationship impossible or is not in the child's best interest or otherwise seriously interferes with the school's accomplishment of its educational purposes. In a case such as this, there will be no refund of tuition or fees.



## VI. ATTENDANCE POLICIES

### TRUANCY

School attendance at Hartfield is mandatory. Students found to be absent without proper permission, or who fail to follow the policy on school absences and dismissals will be subject to punishment by administration. Repeated violations warrant more severe consequences, and parents may have to meet with school authorities before their student is readmitted to Hartfield.

### ABSENCES

In order for students to receive credit for a class, they may not miss more than 20 days (10 days in a semester course) in each class period. Extenuating circumstances require verification from a physician. To be counted present for the day, students must attend a half day. To be counted present for a class period, students must attend class for at least 30 minutes. Hartfield is not responsible for students who leave home and do not report to school. ***If absences exceed the above limit in any class period, the student will not receive credit for the class in question.***

### EXCUSED/UNEXCUSED ABSENCES/ EARLY DISMISSAL

All absences including early dismissal from a class at the end of the day will be considered unexcused unless specifically excused by the administration. In order for absences to be excused, parents should contact the office (via telephone or email) by 8:30 a.m. stating the reason for the absence. Students are allowed three parent notes per semester to be excused. Any absences after the third parent note will be marked unexcused. Requests for excused absences should be verified with written documentation. If families plan trips or activities which will cause students to be absent, they must notify the office before the trip occurs.

The administration of Hartfield reserves the right to excuse or not excuse all absences. All make up work and tests will be due upon return to school if an absence is unexcused. In the event of excessive absences, frequent early dismissals from school, or lack of documentation referencing why the child was not at school, a meeting with the Head of School will be required.

School-sponsored activities do not count as an absence. Students are allowed the same amount of time to make up assignments as an excused absence would receive. Examples of school-sponsored activities include students representing Hartfield in academic or athletic contests, school authorized college visits, and school-sponsored field trips.

Absences will also be excused for illness, medical, and dental appointments, provided a medical note is presented to the school upon the student's return. Students will also be excused for a death in the family or family emergencies. Parents must contact administration in order to receive an excused absence for any reason other than those listed, or the absence will be unexcused.

## **CHECK-OUT PROCEDURE (LEAVING SCHOOL)**

Students may not leave campus at any time during school hours, including after morning detention, without obtaining permission from their principal. Requests for early dismissal should be confined to illness or issues of an emergency or critical nature. Early dismissal requests should be submitted to the Principal's office by 8:30 a.m. on the day of a planned early dismissal in either an email or a parent note. After 8:30a.m., students will only be allowed to check out with a parent signature. All communication needs to be through the appropriate office. Unexpected dismissal due to illness or emergencies will be granted only upon communication with parents. Parents are encouraged to arrange dental and doctor appointments outside of school hours.

Parents coming to the school to check out students should come to the High School Office (for grades 6-12) Any other persons picking up students are required to show a photo ID and **must be listed on the emergency form.**

Students are to sign out before being officially dismissed from school. Under no circumstances should a student leave the campus for any reason without first obtaining school approval and checking out in the High School. Students who drive must follow the same early dismissal procedures to leave campus early and must also sign the check-out form in the office. A pattern of numerous early dismissals will result in a school/parent conference, and the possibility of make-up time or other actions as prescribed by the administration.

## **TARDIES**

Students arriving to class after the 8:00 a.m. bell must check in at the front office to receive a class admission slip. Parents will be informed of each tardy by the student receiving a reprimand. If a student checks into school after 8:25 a.m. unexcused, the parent will be notified and the student will be assigned a detention. The student will also be given an unexcused absence for each period missed and make up work will not be allowed. Tardies during the day will be assigned by the classroom teacher. After the third reprimand, a morning detention will be assigned.

## VII.ACADEMIC POLICIES AND PROCEDURES

### GRADING

#### ACADEMIC GRADING CHART

A grade is a symbol used by teachers to impart information to students, parents, and other individuals and institutions with a legitimate need for the information. Grades are teachers' best assessment of students' performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills. Grades are reflective of classwork, participation, homework assignments, special projects, daily quizzes, chapter tests, and unit tests. All grades entered on academic transcripts are numeric. The following grade equivalency chart applies:

A	90–100	4.0 quality points
B	80–89	3.0 quality points
C	70–79	2.0 quality points
D/F	69 and below	0.0 quality points

Grades for each semester are determined as follows:

Nine Weeks Average	40%
Nine Weeks Average	40%
Semester Exam	20%

Grades for each semester for 6<sup>th</sup> grade are determined as follows:

Nine Weeks Average	45%
Nine Weeks Average	45%
Semester Exam	10%

The final grade for the year is determined by the average of the two (2) semester grades.

#### ACADEMIC EXEMPTIONS/FINAL EXAMS

Only seniors eligible for graduation, having a minimum average of 90 for the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks combined, may choose to forego an exam in that subject(s) for the second semester. This exemption does not apply to Advanced Placement courses or any other course that earns college credit. For grades 6–11, there are no exemptions for semester exams.

#### ADVANCED PLACEMENT COURSES (AP)

Students enrolled in Advanced Placement (AP) courses will be required to take the AP exam to receive credit for the course at Hartfield Academy. **Note to seniors:** many times the AP exam occurs after graduation. A student will be required to take the exam and his/her diploma will be held until the test is completed. The present fee for the exam is set by the College Board.

#### VALEDICTORIAN, SALUTATORIAN

To receive this title, a senior must have attended Hartfield Academy during his/her entire junior and senior years. Beginning with the class of 2020, students must be enrolled in advanced classes, dual credit classes and AP classes each of the four years of high school to be eligible for Valedictorian and Salutatorian. Early graduation deems a student ineligible for these distinctions. If the senior was prevented from taking higher level courses in a previous year (i.e. the school he/she attended did not offer higher level courses), this requirement may be waived at the discretion of the Head of School and the Graduation Committee.

## **MISCELLANEOUS ACADEMIC POLICIES**

### **COMMUNITY SERVICE**

Hartfield has a required community service program. Students in 9th – 12th grades must earn 25 hours per year unless they have already met their requirement. Students who transfer to Hartfield after their 9th grade year have a community service requirement based on the number of years they will attend Hartfield (25 hours per school year). Graduating seniors must accumulate and earn 100 hours of community service. These hours can be accomplished through the school's service database or pre-approved projects. Seniors must complete these hours before May in order to graduate.

When completing community service, students must obtain a form from the High School Office to be signed by the student and supervisor of the activity. The service forms will be returned to the High School Office. A record of students' community service hours can be accessed on RenWeb.

### **ASSIGNED TESTING DAYS**

To improve student performance, Hartfield's middle and high schools will begin using assigned test days. The following days of the week are assigned for each subject to avoid major conflicts. This change does not apply to quizzes or other small assignments. AP classes and Dual Credit classes are exempt from following the assigned test days since they are college level classes and need more flexibility. Teachers may request permission for a test outside of their test date from administration, and the request will be communicated with the students.

Monday: Science  
Tuesday: English  
Wednesday: No Tests  
Thursday: Math  
Friday: History, Language

### **LATE/MAKE UP WORK**

Students who are absent due to illness have the number of days they were absent to make up the work that was missed. Students who miss a class due to an unexcused absence are not allowed extra time to make up their work, the test or assignment is due as scheduled when returning to school. All school work not turned in on time will receive half credit for being one day late and no credit afterwards. Every situation is different and the teacher can use discretion to accept late work for reduced credit.

Students are responsible to ask what work has been missed and see that it is made up. All make-up work not completed within the above time frame will result in zeroes for all class work missed. Long-term assignments are due on the date given, even if the student is absent.

There will be two opportunities to make up tests or quizzes during the week. A student may make-up a quiz or test on the first available make-up day following their absence. The make-up days and times will be Tuesday morning at 7:00 a.m. or Thursday morning at 7:00 a.m. Another option may be available or required at the discretion of the teacher. If a student fails to make-up his/her test or quiz during the aforementioned times and has not made other arrangements with the teacher, the student will receive a zero (0) for the assignment.

## **ACADEMIC POLICY FOR ELIGIBILITY IN EXTRACURRICULAR ACTIVITIES**

Students at Hartfield must meet certain criteria to participate in extracurricular activities (athletics,

cheerleading, pageants, plays, etc.). Circumstances such as medical appointments, illness with proper medical excuse, or a death in family are exceptions to this rule as determined by the Head of School or his/her designee. The following provisions apply to all students participating in extracurricular activities:

- Students are not permitted to participate in inter-scholastic contests for more than four (4) years after entrance into high school or if they have reached the age of 19 prior to August 1st.
- Students are officially on academic probation for a 4 ½ week period due to substandard academic performance by falling below the grade of 70 in two academic class at Hartfield Academy. These students will be allowed to continue extra-curricular activities as normal. Academic probation will serve as a warning to notify the student and parents of the student's failure to meet the academic standards of Hartfield Academy. Grades will run again after another 4 ½ week period, at which time the student will be removed from the probation list for achieving good standing in academic classes or be placed on the academic ineligibility list.
- Students are officially academically ineligible for a 4 ½ week period due to continuing a substandard academic performance by remaining below the grade of 70 in two academic class at Hartfield Academy. These students will not be allowed to participate in any extra-curricular activities at Hartfield Academy and will report to the counselor for further instructions. A review will be done after 2 weeks to determine if eligibility can be restored temporarily. Temporary eligibility does not remove a student from the list, but does allow them to participate in activities. Each student is allowed one opportunity for temporary reinstatement during the school year. Grades will be run again after another 4 ½ weeks, at which time the student will be removed from the ineligibility list for achieving good standing in academic classes or be put under academic review. Students under academic review will meet with Hartfield administration to determine their future at Hartfield.
- Transfer students must meet eligibility requirements immediately upon enrollment in Hartfield.
- Students participating in spring training and/or cheerleading/dance tryouts must be registered for the following school year unless exceptions are made by the Head of School.
- Students who are absent from school all day on the day of an interscholastic contest (or day before if the contest is on Saturday) will be ineligible to participate. If students are absent for four (4) periods or less, an excused absence must be given to be eligible to participate. Students missing over four (4) periods, but attending school, are eligible IF the absence is due to health reasons as verified by a doctor.
- The administration retains the right to review special cases to grant exceptions in cases of extenuating circumstances.

## **VIII.DISCIPLINE**

### **PHILOSOPHY**

To provide a framework for accomplishing our mission statement, the discipline system at Hartfield is designed to create a safe environment for our Hartfield community that “nurtures the spiritual, academic, physical, and social growth of our students.” The intent is to seek to establish a clear standard of behavior based upon Biblical truth. The Hartfield community believes this safe and nurturing environment is best achieved within an atmosphere of clear consequences for unacceptable behavior tempered with grace and mercy. Students must understand their choices produce consequences – positive consequences for honorable behavior and negative consequences for dishonorable behavior. Students should understand they will be held accountable for their actions. Attendance at Hartfield is a privilege. The hope and desire of the Hartfield community is that each student will remain a member of Hartfield for as long as he/she chooses. However, poor choices or habitual discipline problems may make it necessary to remove a student from the Hartfield community. Hartfield reserves the right to suspend or expel a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.

### **REPRIMAND SYSTEM**

The everyday tool used for common discipline will be the reprimand system. With each offense the student and parents will be notified by a reprimand notice regarding their reprimand. After three reprimands a student will receive a morning detention. The reprimand system will reset at the beginning of each semester. Morning detention will be on Wednesday from 7:00 a.m. until 7:45 a.m. Students will not be given credit for attendance if they arrive after 7:10 a.m. Failure to attend morning detention will result in an additional detention. Continued failure to attend could result in a Saturday detention or out of school suspension.

### **CLASSROOM BEHAVIOR**

Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students, and being on time. Other behaviors may be acceptable in one classroom and unacceptable in another, depending on such factors as teacher style and course content. For example, certain behaviors are acceptable in PE class but not in an English class. Teachers are responsible for communicating their distinct discipline policies and consequences to students. These consequences may include reprimands, detention, special seating arrangements, or other appropriate measures. Students found in violation of classroom or school rules by the teacher will be issued a warning to attempt to quickly correct the behavior and continue with class. If the violation persists, then the teacher will issue a reprimand to the student and the parent will be notified through RenWeb that the violation has occurred. If the student continues to violate the policies of the classroom or the school, the student will be sent to the High School Office to receive additional punishment and to prevent the student from further disrupting the class. Additional punishment will be determined by Hartfield administration, and parents will be notified through email or phone call. A pattern of disruptive behavior will result in a parent conference to discuss the student’s future at Hartfield. There are some behaviors that warrant immediate removal from class and referral to the office. Hartfield administration will determine the severity and necessary course of action in dealing with these behaviors.

### **SUSPENSIONS**

The administration shall have the authority to issue suspensions as a result of a student’s disregard of school rules, regulations, or disobedience. An offense serious enough for suspension should also penalize the offending student with a loss of extracurricular school related activities, both sport and non-sport related. A loss of extracurricular activity privileges due to suspension is left to the discretion of the administration.

### **OFF-CAMPUS BEHAVIOR**

When a student decides to attend Hartfield, certain responsibilities accompany that choice. Attending Hartfield means that wherever students go, the name of Hartfield goes with them. Students' actions are judged as an extension of the reputation of Hartfield. That responsibility must be taken seriously, especially since our school represents Christ. Members of the Hartfield community should always desire to conduct themselves in a way that brings honor to the name of Christ. Bearing a name with honor is a grave responsibility and must be considered at all times. Being a Hartfield Man or Hartfield Woman holds great significance. Hence, Hartfield must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. *"A good name is to be more desired than great riches."* Proverbs 22:1a.

### **AT SCHOOL SPONSORED EVENTS**

All school policies and guidelines are in effect during any school activity, whether it takes place on or off our campus. Always display good sportsmanship when attending an event. The visiting teams and officials are our guests and should be treated as such. Hartfield spectators are to cheer for their own teams and not against anyone else. Profanity, derogatory remarks, and the like have no place at any event in which Hartfield participates. A parent may be asked to leave the sporting event and in extreme cases be asked to no longer attend athletic events. Possession or use of tobacco products, alcoholic beverages, and/or drugs is strictly prohibited.

### **RULES OF CONDUCT**

School property and the property of others, shall be protected. Defacing or damaging school property or the property of others, which is malicious or careless in nature, will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian.

Public displays of affection are inappropriate behaviors in school.

The possession of controlled drugs, including prescription drugs, without a valid prescription is a felony and a violation of school policy. Hartfield reserves the right to conduct searches and to invite appropriate narcotics search groups to visit at any time to search property on campus (including automobiles and lockers) for drugs. Searches may include the use of law enforcement officers and canines specially trained in the detection of narcotics and/or firearms and explosives.

Random drug testing may periodically occur and will be performed by an outside company that specializes in drug analysis. *"A random selection is one of two things: 1) a random selection of everyone that can be tested or 2) a group such as, senior boys, all seniors, ball team, cheer team, junior class, athletes, etc."* Additionally, if there is a suspicion raised about a student regarding drug use, the administration may require the suspected student to have a drug test at the parent's cost. It may be required that the student remain off campus until there is verification of the test result.

Hartfield has no control over student conduct occurring off campus at activities that are not school-sponsored. However, if student misconduct during such activities comes to the attention of school authorities it may result in administration of discipline, including suspension or expulsion.

### **WEAPONS AND THREATS**

While on school grounds, students may not possess, handle, or transmit any item that the administration deems a weapon or dangerous instrument. Students in possession of or who fail to report knowledge of any such item to school authorities are subject to appropriate disciplinary action, including but not limited to suspension, expulsion, or termination from Hartfield.

### **SEXUAL ACTIVITY AND PREGNANCY**

Hartfield supports the biblical position of abstinence with respect to all sexual activities outside of marriage.

Activity of this nature is a violation of Biblical conduct and therefore is a severe Honor Code violation. In the event of pregnancy, a female student will not be permitted to attend school if she becomes pregnant or has had a child; neither will a male student if he is responsible for a pregnancy or is the father of a child.

## **DISMISSAL FROM SCHOOL**

Hartfield reserves the right to require a student's withdrawal from school during the school year for justifiable causes (i.e., medical, behavioral or academic) or as outlined in the family contract. A student will be required to withdraw when the student's continued enrollment at Hartfield is deemed not in the best interest of the student or the school. Additionally, repeated and consistent negativity toward the school, its students, teachers, or staff and/or repeated violation of policies may be cause for Hartfield to deny re-admission. This includes all forms of social media. Refunds of tuition will be in accordance with the refund policy.

## **DISCRIMINATION AND HARASSMENT**

The Hartfield Academy community is expected to be one of respect and reconciliation. Therefore, student or teacher disrespect will not be tolerated. Students are to refrain from words or actions that demean, insult, bully, or threaten others. Even if a student considers his or her disrespectful comments or behavior to be a joke, such activity will be considered a violation of the Honor Code. Verbal attacks on one's sex, race, religion, or ethnic origin is not acceptable. Explicit or subtle references of sexual nature, e-mails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances or the invasion of one's personal space have no place within the Hartfield community. Any student engaging in such activity will be referred to administration for disciplinary measures.

Specifically, bullying and/or harassment on or off school property, in person or online, or at school sponsored events will not be tolerated. The definition of bullying/harassment is as follows:

- Harassment or bullying is any sustained gesture, written, verbal, graphic, or physical act or communication (including electronically transmitted act and/or communication- SEE CYBERBULLYING below) that is reasonably perceived to be directed at one or more students; substantially interferes with educational opportunities, benefits or programs of one or more students; adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the student and school staff to be so severe, pervasive, and objectively offensive as to have this effect and clearly in violations of the school's standards of conduct.
- Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. Students are expected to support their peers, constructively attempt to discourage acts or report acts to school staff.
- The school prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administration based on the facts of the case.
- The school prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate action for a person found to have falsely accused another, as a means of harassment or bullying, will be determined by the administration on a case-by-case basis.
- Violation of the school harassment policy can result in suspension from school and/or dismissal.

## **CYBERBULLYING**

Any use of Facebook, texting, or electronic means of demeaning, harassing, or denigrating another student, staff members, or other people outside of Hartfield Academy will be viewed as a serious Honor Code violation. Use of vulgarity, sexual innuendos, or other remarks could result in an immediate suspension or in extreme cases, expulsion. We strongly recommend parents help their children succeed as well as be protected from "cyber-events" by actively monitoring their own child's Facebook or other Internet activities.



## **OTHER DISHONORABLE ACTS**

These acts include, but are not limited to, the use of alcohol, the use of illegal drugs, sexual immorality, inappropriate and abusive language, student and teacher disrespect, and vandalism. This includes illicit usage of the Internet, posting inappropriate pictures on Facebook or other sites, “sexting”, and other harmful practices.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

“Technology,” as used in this Policy, is defined as any electronic communication tool, system or process, including, but not limited to, telephones, cellular telephones, computers, software, the Internet, websites, or Internet-related software and communication tools. For example, technology encompasses all cellular and SMS text messages, e-mail, instant messenger sessions, newsgroups, online forums, and file sharing and/or bit torrent clients.

“Hartfield technology,” as used in this Policy, means any technology owned, controlled, or provided by Hartfield.

### **PURPOSE**

The purpose of this policy is to provide students with notice of what conduct is deemed acceptable with regard to the use of technology and Hartfield technology. This policy covers and applies to all students and parents (collectively “Users”) using technology (regardless of location) in any way, which directly or indirectly affects or relates to Hartfield, including but not limited to, its students, sponsored groups, faculty, administration or staff, and events or extracurricular activities.

### **RESPONSIBILITIES OF THE USER**

Users of Hartfield technology must take full responsibility for what they publish, transmit, or possess. When making use of Hartfield technology, users are responsible for keeping their personally identifiable information (such as telephone number, address, age, gender, date of birth, credit card data, Social Security, and Driver’s License numbers, etc.) strictly confidential.

While Hartfield has systems in place to combat viruses, spyware, spam, and other computer “bugs,” it is not responsible for damage to a user’s technology which results from such. Users are responsible for adequately protecting and maintaining their technology.

### **ACCEPTABLE USE POLICY (AUP)**

Use of Hartfield technology is a privilege, not a right. Users may make use of Hartfield technology for purposes of education, academic research, and Hartfield related activities and communications.

No User may use any technology to do the following:

- Steal, forge, lie, cheat, plagiarize, or masquerade
- Bully or threaten
- Disseminate confidential information
- Tamper with, misuse, damage, interfere with, or destroy the Technology of another
- Upload, download, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful, or racially/ethnically motivated
- Incite violence or the imminent threat of violence
- Access the account of another
- Attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled

## **PHONES/ELECTRONICS**

Students may not use (for any purpose) cell phones, iPods, or any type of electronic device in the school building unless otherwise permitted by a Hartfield staff member. Every classroom will have its own set of rules depending on the need of certain devices and their utility for that particular classroom's educational goals as determined by that teacher. It cannot be assumed at any time that the phone, IPAD, or laptop is to be used unless directed by the teacher.

These items will be taken if seen and returned in accord with the below policy:

First Offense: The item can be picked up at the end of school, one reprimand will be issued and parent will be notified

Second Offense: One reprimand will be issued and the item is turned in to the high school office each morning before school and picked up after school for a week.

Third Offense: One detention will be issued and the item is turned in to the high school office each morning before school and picked up after school for a week.

Fourth Offense: The parents will be asked to conference with the Principal and notified the privilege is revoked for the rest of the semester for the student and any subsequent violation will cause the phone to be confiscated for the remainder of the semester, or parents may agree to a \$25 fine charged to their FACTS account for the phone to be returned.

## **TEACHER PERMISSION OF TECHNOLOGY USAGE**

Teachers may allow usage of technology in their classroom. Usage is solely based on the lesson format and preference of the teacher. Only those devices can be used that are registered through our Authentication Content Server (ACS). This server tracks the sites that students visit, and if there is any violation of the defined usage as stated by the teacher, the usage of that device will be prohibited. Furthermore the teacher has the right to retrieve and check the device in his or her classroom or afterwards of those sites and that student's electronic device. The student may retrieve his or her equipment at the end of the day.

## **PRIVACY**

Users should have no expectation of privacy with regard to any information created, received, sent, or stored in conjunction with their use of Hartfield technology. Hartfield may access, view, investigate, and delete any and all information stored on or created with Hartfield technology. Hartfield may do so without cause and without prior notice to the user.

## **IX. MISCELLANEOUS POLICIES**

### **DRUG/ALCOHOL PREVENTION POLICY**

The administration of Hartfield Academy has adopted a comprehensive Drug/Alcohol Education and Prevention Policy, effective for the 2015-2016 school year. The policy will include all students in grades 9-12 and will be compromised of the following components.

#### **DRUG TESTING PROGRAM**

##### **A. General Information**

1. All students in grades 9-12 are subject to drug testing (using urine and/or hair samples) at any time during the school year.
2. The Hartfield Academy testing program will include the following nine-panel screen: amphetamine, barbiturates, benzodiazepines, cocaine, carboxy-thc (marijuana), methadone, opiates, propoxyphene, PCP.
3. All positive tests will automatically be confirmed by a second test (using the same specimen) for the purpose of confirming that no error has occurred.
4. If a student tests positive for a prescription drug that is included in item 2 above, a Medical Review Officer (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. If the student does not have a valid prescription, the parents will be notified of the test results.
5. Periodic random testing will be conducted during each school year at the discretion of the administration. All students' names will remain in the selection pool regardless if he/she has been tested previously. The administration has the discretion to test any student that is suspected of illegal drug use at any time.
6. Any student who enrolls at Hartfield Academy after a school year has started will automatically be in the pool of students available for testing.
7. A student's refusal to consent to drug testing will result in immediate expulsion from Hartfield Academy.
8. Hartfield Academy reserves the right to expel a student at any time for a positive drug test.

##### **B. First Positive Test**

1. The Head of School and/or High School Principal will notify parents/guardians of the test results.
2. A student who tests positive will be required to attend a meeting with his/her parents and the administration. At this time it will be suggested that the student meet with a drug assessment counselor. The cost of this evaluation will be the sole responsibility of the student's family or guardian.
3. Once a student has tested positive, he/she is subject to periodic retesting anytime during the school year as determined by the administration.

##### **C. Second Positive Test**

1. The Head of School and/or the high school principal will notify parents/guardians of the results of the test.
2. A second positive test (regardless of the year in which it occurs), will result in a student to undergo a drug evaluation and assessment program. The length and manner of counseling will be determined on a case-by-case basis upon recommendation by the evaluation and assessment program approved by the Hartfield Academy administration. A student's refusal to complete treatment determined by the counselor will result in immediate expulsion from Hartfield Academy.
3. Any student who has tested positive for a second time will be suspended from any/all extra-curricular activities for an indefinite period of time.

#### D. Third Positive Test

1. The Head of School and/or the high school principal will notify the parents/guardians of the results of the test.
2. A third positive test (regardless of the year in which it occurs) will result in a student being immediately and permanently expelled.

#### Chain of Custody Procedures

1. All testing procedures and the handling of the results are to be administered with the utmost confidentiality. Only the Head of School and high school principal will be allowed access to the test results.
2. Samples will be collected and sent to a laboratory designated by Hartfield Academy for actual testing confirmation.
3. A chain of custody form will accompany each specimen from the point of origin through the entire testing process in an effort to ensure complete integrity of the specimen.
4. A third party administrator will set up the collection site, customize result reporting, provide approved testing services, and other services as needed.

Standard testing will be collection of a urine sample that will be paid for by Hartfield Academy. If the student chooses a hair follicle sample instead of a urine sample the student's FACTS account will be charged a \$35.00 fee for the additional lab work required

#### **NON-DISCRIMINATORY POLICY**

Hartfield does not discriminate on the basis of race, gender, country of origin, or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school-administered programs.

#### **HARTFIELD LOGOS**

The Hartfield brand belongs to Hartfield and is protected in order to preserve the unique nature that Hartfield possesses. All colors and designs are rigidly protected. No reproduction of any facet of the Hartfield brand may be created or used for any purpose without the expressed written permission of the Head of School.

#### **ADVERTISING AND DISTRIBUTION OF MATERIALS**

No part of Hartfield, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political, or other non-school agency or organization, or individual without the written permission of the Head of School.

#### **FUNDRAISING**

Fundraising efforts should be coordinated to support the mission, objectives, programs, and current needs of Hartfield. Fundraising efforts are limited to school organizations or school-sponsored events and must be approved by the Head of School. This includes all Hartfield organizations including any group in which fundraising is conducted to help supplement existing budgets (academics, athletics, and fine arts) or for those supporting outside organizations or causes.

#### **SELLING OF MERCHANDISE**

Students may not sell any product for any reason at Hartfield or its sponsored activities unless otherwise approved by the administration.

#### **VISITORS**

Parents and visitors are welcome to Hartfield. All parents and visitors should sign in at the front office for proper authorization and to receive a visitor's pass. It is requested that visitors park and enter at the main office of Hartfield. Anyone wishing to bring a guest to Hartfield must make arrangements with his/her Principal. Students not attending Hartfield may not attend lunch or break without special permission from the administration. In most cases, visitations will not be allowed.

## **CARS AND PARKING**

Driving on the campus of Hartfield is a privilege. Failure to operate vehicles safely and responsibly will result in the loss of this privilege. All drivers must follow these regulations:

- Students driving on the Hartfield campus must have a valid Driver's License and will park only behind the gym or in the gravel parking lot.
- Drive thoughtfully and carefully at all times. Speeding, reckless driving, revving engines, squealing tires or loud music are not permitted.
- Students must leave their cars parked during school hours. Students should not be in the parking lot during school hours without permission from the high school office.
- No offensive or inappropriate decals should be displayed on vehicles.

The above rules apply to the roads that are parallel to campus. Do not obstruct the lanes around the gym or by the dumpster.

## **LUNCH**

All students must report to and eat in the cafeteria or the courtyard. This includes students who bring their own lunches or choose not to eat. No outside food or drink may be brought to campus, to the office, or the carpool area during the school day. Any food brought to campus Monday through Thursday will be turned away and not delivered to the student. A student must either bring lunch or purchase at the cafeteria. The only exception will be on Fridays or meetings with Align groups. Drinks will not be served or available except during break and lunch. No food or drinks are to be taken out of the cafeteria unless given prior approval from a principal for special meetings that occur during lunch. No one is allowed in the parking lots during the school day without permission from the high school office. All negative cafeteria balances will be applied to the student's FACTS account at the end of each semester.

## **LOCKERS/BACKPACKS**

Lockers are the property of Hartfield and are assigned to each student by the school. Lockers are subject to inspection by school officials without notice or prior consent. Students are expected to keep all books, notebooks, backpacks, jackets, etc., in lockers. No stickers, decals, etc., are permitted in or on lockers. Students are not allowed to return to their lockers during class for any reason. Lockers may be decorated only with flat decorations (no balloons or streamers are allowed). Locks are not permitted on lockers. Students are not to change from their assigned lockers without approval from a principal. Backpacks are allowed for students in the classrooms. Backpacks are not allowed in the cafeteria during break or lunch or in the gym during Awakening or assemblies. Students may leave their backpacks in the lockers or in the hallway during those times.

## **SECURITY CARD SYSTEM**

The safety of our students is a primary concern to the staff, administration and Board of Trustees. Students in grades 6-12 will possess a key card that must be kept with students at all times during the school day. These cards will be coded with their identification information and will be used to assure that only Hartfield students can have access to various doorways during specific times. These cards are the sole property of Hartfield Academy. If a student loses or damages their card, it may be replaced at a cost of \$20. The student must inform the maintenance director or the high school office right away. They may not give their key-card to another student at any time. The students will have access to certain doors between the hours of 7:50 a.m. and 3:05 p.m. Before and after those times, their cards will not operate as each door is now programmed for access according to predetermined permission levels. All doors will still be operable from the inside of the building for easy egress. However, entry into the school will be carefully monitored and controlled from two access points.

## **POLICY FOR VIDEO TAPING**

Hartfield Academy reserves the right to use photographs and video footage of students in school produced materials including but not limited to web sites, brochures, posters, other printed materials, and other programming. Students may be identified by name to provide them with recognition opportunities when appropriate. If a parent does not wish their child's image to be used in such materials, they may indicate such in the applicable section of the family/tuition contract or otherwise inform the Hartfield Academy Administration in writing.

Hartfield Academy also reserves the right to video students in the classroom or other common areas for security purposes, instructional purposes or to assist the Administration and/or parent in reviewing a student's behavior.

## **TEXTBOOKS**

Textbooks are purchased and owned by the school. In some cases, teachers may request that students purchase their own textbook for the express purpose of being able to write in the book. (This does not apply for workbooks – they may be written in and are provided by the school.) Parents assume full responsibility for the textbooks. The following fines will be levied for damage to textbooks:

- Writing in the book, torn pages or other minor damage will be assessed a fine by the teacher of no less than \$1 and no greater than \$5.
- Books needing rebinding will result in a charge of \$20.
- Books that have major damage or lost will result in a charge of full retail cost of a new book.
- All fines must be paid in order to take exams, withdraw or graduate from Hartfield.

## X. STUDENT DRESS CODE POLICY

Dress is an outer manifestation of inner attitudes, and students are expected to dress in a manner which conforms to the dress code at Hartfield. Uniforms are worn to help build school pride, to develop self-confidence, and to foster discipline and conformity. Parents and students are asked to cooperate. Any changes or variations due to a field trip or school function will be clearly stated by the sponsoring teacher or coach. The administration of Hartfield reserves the right to adjust this policy and make decisions on future modes of dress not outlined in the dress code that would distract from the educational process or draw attention. Dress code infractions will be handled by the faculty and administration.

### **PURCHASING REQUIREMENT:**

All uniforms must be purchased from Parker Uniform Supply. (Exceptions are: belts, socks, leggings, and shoes)

Please note: \*No pants or shorts bought elsewhere are accepted. No additional/personal monogramming of uniforms is allowed.

### **GIRLS' REQUIREMENTS:**

- Plaid skirt, Khaki skirt, skirt, capris, OR pants from Parker - *Length must be no shorter than the end of the hand*
- Garnet, white or black polo or white blouse shirt from Parker Uniform Supply
  - Only plain, white undergarments may be worn under the white shirts
- Leggings: Any solid white, black or gray
- No distracting hairstyles or colors
- Jewelry is to be modest - no inappropriate style may be worn

### **BOYS' REQUIREMENTS:**

- Khaki Pants or shorts from Parker Uniform Supply
- Brown or black belt must be worn with shorts or pants
- Garnet, white or black polo shirt from Parker - All shirts must be tucked in during school hours
  - Only plain white undershirts may be worn under the white shirts
- Hair: Must be neat, trimmed and not distracting. Hair may not hang over the eyebrows, ears or shirt collars
- Facial Hair: Students must be clean-shaven
- No chains, large belt buckles, wallet chains, etc.

### **ALL STUDENTS:**

- Uniforms will be worn each day of the week. Spirit Days will be an exception.
- No visible body art or body piercing (except for girls' ears)
- Shoes: Sandals (must have backs) and boots allowed
  - Flip Flops will not be permitted
  - Boys may only wear boots with pants
- Hats or caps are not to be worn in the school buildings
- Outerwear may be any solid white, black or gray jacket or any Hartfield colored outerwear sold by Hartfield
- No hooded sweatshirts will be allowed on any day





## **XII. EMERGENCY POLICIES**

### **SCHOOL CLOSINGS AND EMERGENCY WEATHER NOTIFICATIONS**

The closing or early dismissal of school due to inclement weather will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of the closing of school. The school administration endeavors to make decisions in this regard as early as possible. When school is closed for inclement weather, all events for that day, including practices or evening activities, will be canceled.

Parents will be notified through the RenWeb Parent Alert System. PLEASE NOTE: To receive Parent Alerts, you must have current contact information (valid home, work, and cell phone numbers and email addresses entered into RenWeb). Failure to maintain accurate and current information on RenWeb will prevent you from receiving notifications. Parents are responsible to keep this information accurate and current.

In addition to notifications through RenWeb Parent Alert, we will also announce school closings and/or early closing information through local media.

### **EMERGENCY OR CRISIS SITUATIONS**

In case of local, state, or national emergency or crisis, the school has procedures in place to handle a variety of situations. Our objective is to maximize the safety, health, and welfare of all students and communicate the status of emergency or crisis situations to the parents. When possible, the web and the RenWeb Parent Alert System will provide available information. Students will not be dismissed from school during an emergency status.

**2016-2017 HARTFIELD ACADEMY  
PARENTS' AND STUDENTS' MIDDLE AND HIGH SCHOOL HANDBOOK**

*Students and parents initial by each point of emphasis, sign below and return this form back to the Hartfield High School Office.*

_____ <b>Student</b>	_____ <b>Parents</b>	1. I have read and understand the dress code required for middle and high school students and understand that if my child is in violation of the dress code, I could be required to bring them the correct uniform or pick them up from school.
-------------------------	-------------------------	---

_____ <b>Student</b>	_____ <b>Parents</b>	2. If absences exceed the limit (20 for a year course or 10 for a semester course) in any class period, the student will not receive credit for the class in question.
-------------------------	-------------------------	--

_____ <b>Student</b>	_____ <b>Parents</b>	3. Early dismissal requests should be submitted to the Principal's office by 8:30 a.m. on the day of a planned early dismissal in either an email or a parent note. After 8:30a.m., students will only be allowed to check out with a parent signature. All communication needs to be through the appropriate office. Unexpected dismissal due to illness or emergencies will be granted only upon communication with parents. Parents are encouraged to arrange dental and doctor appointments outside of school hours. Parents coming to the school to check out middle and high school students should come to the High School Office.
-------------------------	-------------------------	---

_____ <b>Student</b>	_____ <b>Parents</b>	4. The everyday tool used for common discipline will be the reprimand system. With each offense, the student and parents will be notified by a reprimand notice regarding the reprimand. After three reprimands a student will receive a morning detention. Morning detention will be on Wednesday from 7:00 a.m. until 7:45 a.m. Students will not be given credit for attendance if they arrive after 7:10 a.m. Failure to attend morning detention will result in an additional detention. Continued failure to attend could result in a Saturday detention or out of school suspension.
-------------------------	-------------------------	---

_____ <b>Student</b>	_____ <b>Parents</b>	5. I have read and understand Hartfield's acceptable technology and phone usage policy.
-------------------------	-------------------------	---

_____ <b>Student</b>	_____ <b>Parents</b>	6. Students arriving to class after the 8:00 a.m. bell must check in at the front office to receive a class admission slip. Parents will be informed of each tardy by the student receiving a reprimand. If a student checks into school after 8:25 a.m. unexcused, the parent will be notified and the student will be assigned a detention. The student will also be given an unexcused absence for each period missed and make up work will not be allowed. Tardies during the day will be assigned by the classroom teacher.
-------------------------	-------------------------	--

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

By signing below, it is understood that I have read fully the Hartfield Academy handbook and understand and agree to comply with the stated school policies and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date