



2023 - 2024 Handbook

"Aiming to be witnesses for Jesus by showing a tender regard for each other, praying always and keeping His cross the foundation and the life of all studies." (Acts 1:8; Galatians 6:14)



259 Hickory Lane
Rapidan, VA 22733
Tel: (540) 680-3443

Accreditation

Hartland Day Academy is accredited from ISEI — an accrediting agency which assists Adventist academies to be accredited while preserving the principles of “true education.” ISEI accreditation also gives us accreditation through the National Council for Private School Accreditation (NCPISA)

Hartland Day Academy reserves the right to make any policy change or alterations that may be necessary during the year. These changes may replace or supplement those that are printed here. Regulations voted by the faculty or Administrative Council are announced to the parents and students and have the same authority as those listed in this book or other published materials. The school reserves the right to interpret rules and policies as individual situations and needs arise.

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OUR MISSION

Vision Statement

To inspire and impact each student to love Jesus Christ and prepare him/her to be God's representative in sharing the good news of the Gospel with the World.

Mission Statement

To provide a comprehensive education to children of Seventh-day Adventist members residing in the community in and around Hartland Institute, at the elementary and secondary levels accordingly, based on the principles of the Bible and Spirit of Prophecy

Educational Philosophy

Man was the crowning act of the creation of God, made in the image of God, and designed to be a counterpart of God. God gave man individuality, the power to think and to do. He could have avoided the whole episode with sin by simply withholding this power, but it is a necessary component in his make-up so that man can properly reflect the image of his Maker. Therefore, at infinite cost to himself, God made man in His own image and He, Himself chose to be the Lamb slain from the foundation of the World so that man might have the power to think, to choose, and to act.

The Christian teacher must respect this power and not set himself up as

one who lords over the students, but as one who appeals to the intellect, to the will and to the creativity of the students. The prime directive of Christian education is to restore what was lost in Eden. Knowledge of sin has brought a transformation of character that has well-nigh effaced the precious image. A new transformation must be worked in each heart through the power of the Holy Spirit to develop within each student the mind of Christ. Apart from the new-birth experience all efforts for improvement are in vain.

The Lord established a model school in the Garden of Eden. In this environment, the holy pair learned of God as they tended the garden. Every living thing gave glory to God in its own way. Adam and Eve studied to find the hidden secrets of each created thing. Jesus also learned from the things of nature, and the hearts of our students will be drawn to God if they learn by discovery in such an environment as well. Adam and Eve were instructed by God and Angels, and our students will grow in love if they are instructed by teachers that love them as well. The life of a Christian teacher is a powerful witness for God. As students behold Jesus uplifted in the life of one who loves them so, they are drawn to give their hearts to him. As he transforms their lives, they minister to the needs of each other as well, and the peace of God reigns in their lives.

As Christ grew in wisdom and stature, and in favor with God and man, so students are to develop mentally, physically, spiritually, and socially, through a curriculum that addresses each of these domains in an integrated overlapping fashion.

The Christian teacher teaches as Jesus taught using object lessons from

nature, from the subjects under study, the experiences of life as well as the Word of God to weave within ordinary things the golden thread of salvation. In this way lessons of eternal value are brought to remembrance by the things of life. Thus, every subject is seen in a relation to the central truth of the love of God as seen through the gift of Jesus and the cross. Students are to see this in music, in art, in vocational training. Jesus is to be all in all.

The school of Christ does not live a cloistered life, but lives the life of Christ: between the mountain and the multitude. Students in such a school not only study the Word themselves, but they share it with others through Bible study, evangelism and colporteur work. As did Christ, they meet the needs of others through practical helps. They take an interest in the health and well-being of those around them, and thus grow in grace.

Objectives

The objective of Hartland Day Academy is to apply Biblical principles in:

Spiritual Development

- Developing and fostering a personal relationship with Jesus Christ.
- Developing the character of Jesus.
- Understanding the reality of the forces at work in the great controversy between good and evil.
- Adopting a systematic, logical, and biblically based approach to decision-making and problem solving when applied to a

developing body of knowledge.

- Promoting active involvement and personal belief in the Seventh-day Adventist Church.
- Studying and interpreting the Word of God.
- Finding happiness and fulfillment in unselfish ministry for others.

Intellectual Development

- Developing skills for communicating our knowledge of God and our relationship with Him.
- Encouraging academic excellence.
- Developing an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

Social Development

- Developing skills in interpersonal relationships.
- Developing habits of courtesy and graciousness.
- Acquiring a view that the family of God includes all people.
- Recognizing the rights of others and respecting the dignity and divine purpose of each individual.

Physical Development

- Developing a balanced life-style in our eternal quest to reflect the character of God.

Vocational Development

- Learning practical work skills and developing a Christian work ethic that includes habits of dependability and discipline.

Goals

- Increase interest of Academy students in enrolling at Hartland College programs in order to equip themselves better to serve God in different mission fields.
- Prepare young people to live as Christians by demonstrating faith in Jesus, while developing Christ-like characters of thoughtful kindness, in gentle, unselfish courtesy and love, and to be useful and helpful.
- Equip students with academic knowledge and skills to succeed at every level of their education.
- Instill in the young minds creative thinking, and not merely to reflect the thoughts of others.
- Urge students to accept God's Will as revealed in His Word, in the Spirit of Prophecy, and in their daily living and as they set their life goals.

- Equip our students with the skills necessary to succeed in life as a dedicated SDA Christian
- Provide a hands-on laboratory for Hartland College Education students.

In support of this we are committed to:

- Create a positive, caring environment where Christian love and virtue are taught by instruction and example.
- Provide a climate for young people characterized by quality instruction, high expectations and a respect and desire to achieve academic excellence.
- Integrate Bible principles into all areas of the curriculum
- Provide regular opportunities for Christian service.
- Uphold and integrate the distinct philosophy of the Seventh-day Adventist Church.
- Consider young people as unique individuals and challenge each spiritually, mentally, physically and socially.
- Guide and assist young people in accepting responsibility for their own learning and actions.
- Create an environment whereby responsible citizenship is taught by example and instruction.

- Assist young people in functioning responsibly in the everyday world following Christian principles of stewardship, economy and personal management.
- Teach a systematic, logical and biblically based approach to decision-making and problem solving.
- Promote a stimulating environment for the development of curious, joyful, and lifelong learners through programs such as agriculture, woodworking, weeks of prayer, joint worship; as well as our regularly scheduled academic curriculum.
- To nurture and develop effective communication necessary to reach their goals.
- Develop and encourage a Christian work ethic with an appreciation for the dignity of service.
- Maintain close contact with parents, constituency and community.
- Promote an appreciation of beauty, both in God's creation and in human expression, through exposure to various age-appropriate fine arts activities.
- Advocate and nurture individual ability and expression.

Guiding Principles

A Positive and Sharing Environment

At Hartland Day Academy, we are convinced that learning takes place best in a positive and sharing environment. We are also convinced that this environment does not occur naturally. It must be deliberately created by everyone: teachers, parents, and students, as well as the Board, the church and the Constituency. Again this year we will focus our creative energies on ways to establish and sustain a positive and sharing atmosphere in our school. Our basic premise is that a personal relationship with God and a caring, positive attitude are as important in determining success as intelligence and skills. Because of this, our primary focus will be to teach the students to know God personally, to develop positive attitudes about themselves, their school and their education, and to develop a joy about sharing with others. This will be done by modeling our relationship with the Lord, by doing our best in teaching the basic skills, by allowing the students to experience success every day, and by giving each student opportunities for sharing with each other and the community.

To succeed, we actively seek the support of the students, families, teachers, and school board, as well as cooperation of the local churches. Your comments and concerns will be appreciated.

ADMISSIONS

Admission Policies

Qualification of Admission

Hartland Day Academy welcomes any young person (grades 3 to 12) who desires a character-building education to be a witness for Christ. As a Seventh-day Adventist Christian school, high moral principles and respect for God and others are expected from all who attend. Students should realize that by presenting themselves for admission to HDA, they willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded. The admission process will include an interview with the student and parents (or legal guardian.) Upon completion of the interview, three references will be required.

Application for admission could be considered by the school board.

Non-Discrimination Policy

It is the policy of the Hartland Institute of Health and Education to admit students of any race, color, sex, ethnicity, or national origin to all rights, privileges, programs and activities generally accorded or made available to students at its school, and makes no discrimination on basis of race, color, and gender in

administration of education, policies, application admission, scholarship and athletic or extracurricular activities.

Age of Admission

In harmony with the instruction from the Spirit of Prophecy, supported by the findings of medical science, children should not be sent to school at too early an age. Ages 8 or 9, and 3rd grade are minimum guidelines. There may be some exceptions based on the needs. A birth certificate is requested at registration. The school may require readiness screening for primary grades.

Housing

If your child needs housing, there is a slight possibility for housing upon request to the school board.

Special Education

HDA has concern for all children and is committed to the success of each of its students. The school, however, is not a special education or therapeutic program. It is not designed to handle students with serious behavioral, social or emotional needs, or learning disabilities requiring special education classes. These students are encouraged to seek admission where their needs can be better met.

Transfers

A child transferring from another school will be required to present records from the last school attended. Students will be tested to ascertain grade level.

Unpaid Accounts

No child will be admitted whose account with HDA or any former school has not been settled or arrangements made to fulfill their obligation. A parent or guardian must accept financial responsibility by signing an agreement with the school. See the Financial Policy page.

Probationary Acceptance

Students are subject to acceptance under a probationary period of 30 days. No one is automatically admitted to HDA. A continuous review of the student's progress will be conducted during that period. Final action on all admissions is subject to review of the faculty and/or the School Board.

***Physical Examinations**

Proof of a complete medical examination for all students will be required upon first applying at Hartland Day Academy.

Examination reports must be delivered to the school office before a student will be permitted to attend classes. **This is a mandatory State law.**

Immunizations

In order to comply with State law, each student must:

1. Be fully immunized, or
2. Be exempt from immunizations. To be exempt the parent must complete the state waiver form and have it notarized.

We must have a complete Certificate of Immunization form on file. It is the responsibility of the parent/guardian to obtain these records and submit them to the school prior to attendance.

***Medical Release**

A medical release form must be filled. This form will be kept on file at the school in case an emergency arises.

ACADEMIC PROGRAMS

Music

Hartland Day Academy offers many opportunities to enjoy and develop in musical areas. These include classroom music, choir, piano/guitar/violin lessons, choir, and hand chimes. Some instrument lessons are available upon request and availability of instructors and time constraints.

Courses Offered for the Academy (High School)

Art	Religion (9-12)
Agriculture	Science
Computer	<i>Anatomy & Physiology</i>
Foreign Language	<i>Biology</i>
<i>Spanish</i>	<i>Chemistry</i>
Health Education	<i>Physics</i>
Language Arts (9-12)	Social Science
Mathematics	<i>Economics</i>
<i>Pre-Algebra</i>	<i>U.S. Government</i>
<i>Algebra I</i>	<i>U.S. History</i>
<i>Algebra II</i>	<i>World Cultures</i>
<i>Geometry</i>	<i>World History</i>
<i>Pre-Calculus</i>	*Life Skills
Music	<i>Agriculture</i>
<i>Choir</i>	<i>Auto Mechanics</i>
<i>Hand chimes</i>	<i>Sewing</i>
Physical Education	<i>Home Economics</i>
Personal Finance	

**Will vary according to available resources, students' needs and interests.*

Graduation Requirements

General High School Diploma

The following pattern of courses shall be required for all students enrolled in grades 9 – 12. The general diploma will be awarded to students who:

- Earn at least 22 credits.
- Demonstrate proficiency in all required coursework.
- Have satisfactory records of attendance and conduct.

COURSES	CREDITS
Bible I, II, III, and IV ¹	1-4
Language I, II, III, IV	4
Science (must include Biology)	2
Mathematics ²	3
Social Studies ³	2
Computer Education	1
Personal Finance	0.5
Wellness Education ⁴	1
Fine Arts (Music and Arts)	1
Vocational Education ¹	1
Life Skills ¹ (must include Agriculture)	1-4
Electives	to equal 22
REQUIRED MINIMUM	22 CREDITS

1. One credit for each year enrolled in a member school.
2. Must include:
 - 1) Algebra I, Math for Technology II, or Integrated Mathematics I, and
 - 2) Geometry or Technical Geometry or Integrated Mathematics III, or
 - 3) Algebra II or Integrated Mathematics II
3. U.S. schools must include American History and U.S. Government.
4. Health Education and Physical Education satisfy the wellness requirement.

ADMINISTRATIVE POLICIES

Academic Policies

Attendance Policy

- Prompt and regular attendance is expected at all classes, worship and general school activities. Teachers will record attendance at the beginning of each class period.
- Six tardies equal one absence. Absences beyond 10 per semester or 20 during the school year will result in a No Credit (NC) grade, except in the case of extenuating circumstances such as a prolonged illness.

Excused Absences

Students who are absent or tardy must present to the teacher a written explanation from their parent or guardian upon arriving to school. The only absences or tardiness that are recognized as excusable are:

1. Sickness. If excessive, a doctor's written note will be required.
2. Death in the immediate family.
3. Court or legal appointments.
4. Natural disasters such as floods, snow blizzards, etc.
5. Other specific situations that may be deemed excusable by the administration.

Unexcused Absences

- 👉 Students who accumulate a total of (5) unexcused absences per semester will be considered at "at risk" and a letter will be sent home to the parents.

- 📌 Students who accumulate a total of (7) unexcused absences per semester will be placed on attendance probation following a meeting with the parents.
- 📌 Students who accumulate a total of (10) unexcused absences per semester will lose or receive no credit for that class.

Make-up Work

All make-up work due to absences is the responsibility of the student. After absent students return to class they must immediately make arrangements with each teacher regarding their make-up work.

Parent-Teacher Conferences

Parents/guardians of Hartland Day Academy students are expected to come to a scheduled conference at the end of the first, second, and third quarters. Report cards will be handed out at these conferences. If you do not attend a conference, you will need to come in to receive your child's report card from his or her teacher.

Additional conferences may be arranged on an as-needed basis. It is best to contact teachers after the school day or by email.

Discipline Policies

Disciplinary Standards and Procedures

Category 1 - Documented Violations

- Running in halls or classrooms
- Discourteous conduct

- Chewing gum in the school building
- School property graffiti, pictures, symbols, etc.
- Unauthorized talking in the classroom, chapel or at school events
- Loitering during school, after school hours, or during school-sponsored events
- Dress code violation

Category 2 - Documented Intermediate Violations

- Poor attitude when receiving discipline
- Unauthorized or improper use of school computers
- Unauthorized entry into desks, book bags or personal property of other people
- Leaving class, chapel, meeting, or event without permission
- Disrespect of faculty, students, or guests (including unwanted teasing or touching)
- Disobedience or non-cooperation with faculty and staff (includes non-immediate responses)
- Unauthorized guests
- Unauthorized travel during school hours (including some evening and weekend school-sponsored events)
- Unauthorized or improper use of school telephones
- Food /Lunch Policy Non-compliance

- Harassment
- Verbal Abuse
- Profanity
- Lewd conduct or conversation
- Intimate contact (including hand-holding, kissing, fondling)
- Activities including inappropriate physical contact (including, but not limited to ruff housing, horsing around, friendly punching, inappropriate touching, sitting on laps, slap in inappropriate areas, etc.)
- Willful deception (including lying, cheating and misrepresenting school rules)
- Speech, behaviors or attitudes that undermine the mission, philosophy, ideals, and/or objectives of HDA

Category 3 - **Documented Major Violations** (including off-campus violations that directly affect the school). Any of the following may result in automatic suspension.

- Physical or verbal violence (includes fighting)
- Threat of violence
- Possession of any weapon, or anything that may look like a weapon, on school grounds
- Using, selling, offering, or possessing drugs, narcotics, alcohol or tobacco
- Conspiring to or participating in any act that injures, degrades, or disgraces a person

- Possessing or displaying literature or pictures deemed obscene by HDA staff
- Occult (spiritualistic) activities
- Theft
- Willful destruction of property
- Display of improper affectionate behavior
- Sexual contact
- Any illegal behavior
- Uncooperative parents regarding school rules and principles
- Illegally entering the school or any building the school owns
- Bullying and/or sexual harassment

Any violation will require grade/age/category appropriate discipline. Parents will be notified to meet with the Disciplinary Committee to formulate a corrective strategy. Within the context of State and Federal laws and the seriousness of the violation, every effort will be made to help the student. In some cases, resolution may require permanent dismissal, at the discretion of the School Board

Discipline Committee

The Discipline Committee is comprised of three members: The Principal, a faculty member and a school board or faculty member, chosen in relation to the violation(s) or whose expertise is requested by the Administration.

Grievance Procedures

Purpose

On occasion problems can arise between parents and teachers. The following conciliation procedure based on Matthew 18 and 1 Corinthians 6 is to be followed for resolving these problems. It is understood that the objective of both parent and teacher is to resolve the problem on an informal basis first, and then on a formal basis if such efforts do not succeed. The goal of the conciliation is to help strengthen the teacher's work in the school and ensure the parents have an opportunity to express their concerns.

Procedures

1. The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.
2. If the problem is not resolved with the teacher, the parent should then talk with the principal on an informal basis.
3. If the problem is not resolved on a school level, the parent then contacts the school chair who will attempt to resolve the problem on an informal basis.
4. If the problem is still not resolved, the school board chair will convene a formal meeting of the full board. When such a meeting takes place, the academic dean of Hartland College must be informed.
5. If the school board does not resolve the problem, the parent then contacts the academic dean of Hartland College and explains the problem in writing. The academic dean of Hartland College attempts

to resolve the problem by meeting with the parent, teacher, principal, and school board chair.

6. If the parent is not satisfied with the results of the preceding steps, the matter shall be referred to the Hartland Day Academy School Board or its duly appointed committee that deals with such matters. Their decisions shall be considered final.

Expulsion

Every effort will be made to guarantee student success. A student, however, may be asked to withdraw from HDA if he or she is receiving little or no benefit from the school or is not contributing to the academic or moral atmosphere of the school. The HDA Board decides whether or not a student should be expelled, based on a recommendation from the HDA discipline committee. Asking a student to leave HDA is a last resort, and when necessary, it will be done in the most loving and concerned manner possible.

Financial Policies

Tuition

Operating a private school is expensive. Hartland Day Academy receives income from limited sources. Individuals make direct contributions to the school. Parents/guardians pay tuition. Financing Christian education is a cooperative effort involving many. The tuition only covers about half of the expenses for the school but without tuition the school cannot run. We need everyone doing their part to keep the school caught up financially.

Outstanding Bill

If, for whatever reason, tuition payments (or individual arrangements) are not being met, the following actions will be instituted:

- *At 30 days' non-payment*, a reminder letter will be sent. It is the responsibility of the parents to set up a meeting with the principal to work out arrangements for your bill.
- *At 60 days' non-payment*, a mandatory meeting with the parents and the HDA administration will be scheduled to discuss your situation and work together to keep your student enrolled.

Transcripts

Transcripts and/or final report cards will not be released if your tuition bill is not paid unless other arrangements have been approved by the HDA administration.

Tuition and Registration Fees

TUITION	10 MONTHLY INSTALLMENTS	ANNUALLY
Registration	\$300	single payment
Elementary		
Kindergarten - 1 st grade		
1 st + child	\$115	\$1,150
2 nd - 8 th grade		
1 st child	\$259	\$2,590
2 nd child	\$242	\$2,420
3 rd + child	\$220	\$2,200
High School (9th - 12th grade)		
1 st + child	\$350	\$3,500
Please be aware of other fees (i.e. field trips...)		TBA

At registration, each family will receive a payment receipt booklet. It is very important that you **fill out this form each time you make a payment** as this will be your proof of payment. Make sure that the person who receives the payment signs your voucher. Please make all payments directly in the Business Office. If you are paying with a credit card, fill out the payment receipt for your own records. Registration fee is due when you complete your registration process. Tuition is an annual fee paid in 10 equal installments. The first installment is due **in the month of August in addition to the Registration Fee**. Subsequent installments are due on the **first of each month** from September to May. Payments may be made in cash, by check, or money order payable to Hartland Day Academy.

The tuition of the second child and third child will receive a proportionate discount. Payments may be mailed or paid personally at the business office.

Fundraisers

Anyone is welcome to suggest a fundraiser. If you are interested in presenting one, your idea should be presented to the principal and possibly to the School Board. Once your idea has been approved, all funds (checks and cash) must go through the school treasurer. Checks are to be made out to HDA.

STUDENT INFORMATION AND POLICIES

Student Guidelines

Dress Code Policy

Purpose

Each HDA student not only represents HDA but also the SDA Church but more importantly, Jesus Christ and His written Word. Therefore, it is the purpose of this dress code policy that each student reflects the image and tenets of HDA, the SDA Church, Spirit of Prophecy and Biblical principles. In addition, our uniform policy is to keep the focus on learning and receiving a quality, balanced education where students are free from the distractions of fashion trends. It is our aim to de-emphasize outward appearance and stress in its place the need for inner beauty and character development. The HDA uniform standard is to clarify a standard of appearance that reflects Biblical principles of modesty, appropriateness, and stewardship, which will encourage students to bring glory to God.

“A person’s character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire” (Evangelism, page 672). An interesting study for all staff members and students would be to look up all Spirit of Prophecy

references for “clothing.” In brief, staff and student clothing should be suitable, good fitting, economical, neat, and modest. While clothing should be becoming, all should avoid styles that call attention to themselves or might be a stumbling block to others.

Appropriate attire is required to attend all classes. The same code applies for field trips, school assemblies, and other designated community activities. Student’s clothing must be clean, neatly pressed and in optimum condition at all times. Each student is expected to comply with the school’s dress standards as outlined below.

Dress Code

Elementary and Junior High:

Shirt: **Royal blue or maroon** polo shirt

Boy’s Pants: **Black**

Girl’s Skirts: **Black**

High School:

Shirt: **White or light gray** polo shirt

Boys Pants: **Dark blue**

Girls Skirts: **Dark blue**

Skirts

Girls should wear sturdy skirts and dresses that allow a full stride and fall well below the knee. Any slits need to end below the knee. **Leggings or tights (shorts, in the summer) must be worn under the skirts, especially for physical education.**

Shirts

One, two, or three button short-sleeved or long-sleeved polo collared shirt or appropriate t-shirts (see rules that apply below #1-4). Not allowed: sleeveless (or very short-sleeved) tops, revealing necklines, short tops exposing skin at the waistline, and sheer or form-fitting attire.

Sweatshirts

Sweatshirts that are of a solid color may be worn. Jackets with *non-appropriate designs may not be worn in the classroom.

*Clothing advertising drugs, alcohol, tobacco, acts of violence or lawlessness.

*Clothing associated with gangs, illicit drugs, or illegal substances.

*Clothing with offensive and/or vulgar language and/or designs.

*Clothing with comments or images that do not represent the Christian values we stand for.

Shoes

Shoes must be worn at all times. All shoes must be closed toe and have a backing (strap is acceptable). No boots, platforms, high heels, or flip-flops are allowed. However, boots may be worn for outdoor activities in foul weather.

High school students in vocational training must wear sturdy shoes for the construction class.

Other items to avoid

- Cosmetics
- Nail polish
- Jewelry
- Gaudy hair decorations.

Physical Education

Students in grades 2-8 may change their attire to one more appropriate for PE class. Tennis shoes

must be worn for P.E. class. T-shirts may be worn.
Jeans may NOT be worn.

Girls could wear long leggings with shirt or dresses
at fingertip length.

Additional rules

Students are to *maintain the dress code until they leave the school property* after school.

These guidelines should be followed when choosing your uniform clothes, PE clothes, and clothes that you wear for dress-down days or for any school-sponsored event.

The following are **not acceptable**.

1. Sports jerseys, tank top, and halters.
2. Tight fitting, oversized, ill fitting, torn, sheer, or sleeveless clothing.
3. Insignias not in keeping with the moral standards of the SDA Church.
4. Low-cut necklines.
5. Rings, earrings, necklaces, and bracelets.
6. Hats, caps, or bandannas worn in the building.
7. Bizarre or extreme hair styles and colors.
8. Noticeable make-up, especially glitter or colorful eye make-up, colored fingernail polish, or lipstick.

Violations

Dress code violations will be dealt with immediately upon discovery by notifying a parent to bring the proper clothing or footwear if necessary. If a student is consistently not following the dress code, disciplinary action will be taken.

Food / Lunch Policy

All meals brought to school must be in alignment with the SDA health message.

- Please refrain from bringing to school products that are not in alignment with our SDA health message principles, such as meat and/or meat products, coffee and tea, energy and caffeinated drinks.
- We intend to avoid possible confusion among our children about our health message. In order to achieve this, compliance with our policy will be continually monitored.

Protocol for non-compliance

- First instance
 - Children and parents are verbally notified of non-compliance. Date and nature of incidence and details are recorded in student's file.

- Second instance
 - Written notice to children and parents. Children will be assigned to research Bible and SOP statements regarding the subject. Parents will read and sign the dated research before it is handed to the Principal. This will be noted on the student's file and the research filed with the student's record.
- Third instance
 - The repeated non-compliance situation may be taken before the School Board. Possible probationary status, suspension or expulsion may result.

Student Drivers

If a student has a license and drives to school, he/she must provide a copy of the license to the school and sign a contract of regulations to follow in order to have the privilege of driving to school. Parents must also sign the contract. The student must lock the car while at school and place the car keys in the designated area. He/she will get the keys only at time of departure.

Bullying and/or Sexual Harassment Policy

Bullying can take on many forms. From name-calling, to touching, shoving, punching, or hair-pulling to ganging-up on an individual or group of individuals. From interrupting the legitimate right-of-way of a person or group, to snatching or hiding an individual's property, like a writing instrument, a school bag, a jacket, a lunch pack, etc., to name just a handful of manners in which persons are made to feel inferior, unwanted, picked-on, abused, and so on, and so on.

Sexual harassment is more specific, and deals with gender discrimination, unsolicited sexual advances, groping, fondling, and so on, which in turn, if unchecked, may lead to violation. In our tumultuous days, sexual harassment victims can be females as well as males, and the victimizers can also be of either gender, often being the case of a group of male or female individuals, or a combination of males and females, harassing one or several individuals of either genders.

This kind of behavior is inadmissible in a school environ; let alone in a Christian school. HDA is no exception. Bullying and sexual harassment have no place in our school, without regard to age or grade level. The first line of defense is accurate and timely reporting, as embarrassing as it may initially seem. A problem of this nature **can** be solved if it is reported immediately and accurately to the correct individuals in charge of the group: the teacher, the principal or the responsible adult.

The establishment of the following protocol is to deal with this type of problem for the protection of the bullied/harassed victims and for the timely redemption of the bullying/harassing victimizers.

First instance:

The teacher or the Principal addresses the problem in a Christian-like manner in a private meeting with the individual/s involved, separately (victim / victimizer), adequately documenting the incident.

Second Instance:

The teacher or principal will invite a second person of the school personnel to the meeting, and notify the parents of the individuals involved. There must be sanctions involved for the second-time offender; and a deeper scrutiny of the circumstances of a twice victimized individual to try to disclose and correct the possible cause of the victimization, so the victim 'is not bringing it upon him/herself'.

Possible sanctions for the second-time offender can be in the areas of:

- a) supervised community service.
- b) supervised school service during non-class hours.

- c) suspension of particular privileges in school/activities.
- d) temporary suspension from school with special relevant appropriate research/essay/assignments to hand in upon returning to school- which may or may not substitute for missed class work/assignments.
- e) the incident must be carefully documented and filed, including the sanctions levied upon the victimizer.

Third instance:

The instance of a repeating offender must be dealt with by the School Disciplinary Committee and the School Board, which may consider an extended suspension or an outright expulsion from HDA, always taking into account the intent of saving the victimizer, considering the given details of the previous incidents, their frequency, their circumstances, the assurance of the wellbeing of the victimized, etc.

The parents must be involved in the discussion in order to find a way to curtail and correct this type of conduct their child exhibits. Because if this problem is left unsolved, the actions will be repeated and the next step may be in a civil court; and the verdict may very well be jail time,

hefty fines, indemnifications, or a combination of these.

Class Information

School Closure

We will be following the Madison Public School schedule for school closings in bad weather. The first calls are to: WVIR-TV (Ch. 29-Charlottesville), WJMA (Orange-Radio), WCAV-TV (Ch. 19-Charlottesville), WVAW-TV (Ch. 16-Charlottesville), and Fox 27 (Charlottesville). They will be announced on the radio stations including: WVIR-TV (Ch. 29-Charlottesville), JMA (C103 Orange-Radio), Z95 (95.1 Charlottesville), WVFT (88.5 Charlottesville), WCVA (1490am Culpeper). All other closings will be on your school calendar. If there is a delay on Friday, school will be canceled.

If school has not been canceled, you have the right as parent or guardian to keep your child home if you feel that the road conditions are too hazardous for travel in your area. Your child's absence will be considered an excused absence. Again, please call to notify the school if you choose to keep your child at home.

Interruptions

The policy of our school is to avoid interruptions of the classroom program. A student's train of thought is easily distracted. Minor interruptions such as forgotten lunches or books or phone calls can make a child lose the entire meaning of an objective being taught. We ask parents to be respectful of these concerns. Except for emergencies, student use of the school phone is restricted to before 9:00 am, lunch break, and after dismissal.

Drop-off / Pick-up Policy

Students should be dropped off or picked up by the parents or legal guardians. A written consent form signed by the parent or legal guardian is required if a driver aged 18 or younger is to pick up a student.

School Hours

Elementary:

Monday –Thursday: 8:00 - 3:00

Fridays: 8:00 - 12:30

High School:

Monday –Thursday: 8:00 - 3:30

Fridays: 8:00 - 12:30

For those in choir: Males begin their day with Men's choir sectionals at 7:00-7:50 am. Females continue their day with ladies' choir sectionals at 6:10- 7:00 pm. There is joint choir rehearsal from 7:00-8:30 pm. From 3:30-5:30 pm. there will be individual voice lessons and a general study hall.

Children should not arrive more than 15 minutes before school begins and should leave promptly after dismissal. **If you cannot comply with this schedule, please make arrangements with your child's teacher.**

SAFE SCHOOL PROGRAM

Child Advocacy School

Hartland Day Academy, in accordance with Virginia State Law, is a Child Advocacy School that therefore reports to the proper State authorities suspected child neglect and child abuse.

Fire and Emergency Drills

All students are expected to cooperate in fire and emergency drills. A tornado drill is conducted on an annual basis. The teachers take drills seriously and expect students to comply with all requests. Anyone caught tampering with, discharging, or abusing fire extinguishers or alarms will be subject to suspension.

Things to Leave at Home

Radios, iPads, iPods, MP3 players, playing cards, CD's, video games, video systems, CD players, skateboards, stereos, headsets, and of course, firearms, weapons or anything that looks like a weapon, fireworks, ammunition and other dangerous material are not permitted on the school grounds or in the buildings. Hartland Day Academy adheres to the Federal and State Statutes regarding firearms, concealed or otherwise, that they shall not be allowed within 1,000 feet of all school property.

Competition

Competition is contrary to the principles of God's Kingdom. God instructs us to "Be kindly affectionate one to another with brotherly love; in honor preferring one another" (Romans 12:10). Teachers will avoid competition between students. Just as important, staff members should not promote competitive sports, either as participants or spectators. Discussion and references to sports teams should be avoided.

Cell Phones

There is a designated area to store cell phones for all students. It is expected that all students place their devices in that area. Cell phones are not to be on in class or in the hallways during school time. Students may use them for phone calls **only after school** has been dismissed.

If students do not abide by this rule, there will be a grievance policy to follow.

- (1) First incident: Phone will be taken away and kept in the school for one week.
- (2) Second incident: Phone will be taken away and after a week, parents need to come to the school to pick up the phone and pay a \$20.00 fee.
- (3) Third incident: Student will lose the privilege to carry a phone to school. Phone will be taken away; parents need

to come to the school to pick up the phone with a \$50.00 fee. It will be made clear to the parent and student that it is not an option for their child to have a phone in the school.

Medications

If a student needs to take medication during school hours, the student's parents and physician must fill out a form. Medication forms may be obtained from the school office. Medication should be kept in the original prescription container with the student's name on it. Medications, herbs and vitamins are not to be shared by students. Medications will be kept in the school office and administered at the appropriate times. All changes must be updated immediately.

Emergencies

When student injuries occur, appropriate first aid will be provided, and emergency vehicles will be called if needed. Parents/guardians will be promptly notified. Students will be taken to Culpeper UVA Hospital unless the parents request an alternate hospital. A medical release form must be filled out at the beginning of the school year for each student and these forms will be kept in the school files and at the hospital.

Accidents Protocol

In cases where a student [or more than one student] is involved in an accident at school, in the immediate surrounding area or on school sponsored activities, the following protocol will take effect:

A- The teacher or school personnel present will immediately attend the student [or students] involved regarding vital signs, life-threatening circumstances and general safety.

B- Parents will be notified.

C- Ambulance / Paramedics will be notified if the case thus merits it.

D- First Aid procedures will be initiated.

Closed Campus

HDA operates a closed campus. Students are expected to stay on campus until the school day ends. Students may leave the school with the permission of the principal and the parent or guardian. **If a student is picked up before dismissal time, a parent/guardian needs to come inside and sign the student out with his or her homeroom teacher.**

Visitors

Visitors are welcome at Hartland Day Academy but should always report and sign in with the Principal. Students wishing to bring a guest to class must ask the teacher at least 24 hours before the visit.

Internet Usage

Our modern age has made it possible to access valuable information through advanced technology and to communicate at very high

speeds. This technology can be used to greatly benefit the kingdom of God, or to hinder it. Like any other part of life, it must be managed according to God's principles and requires a high level of self-governance. The use of these technological tools within HDA constitutes a highly valued privilege. In order to abide by God's principles, the following guidelines and rules are in effect:

- When using electronic devices, remember that inappropriate games, graphics, software, apps, sound bites and/or music, etc. incompatible with high Christian standards are not acceptable. **Inappropriate use of computers, tablets, phones, etc. may result in loss of individual or group privileges.**
- Violation of internet usage guidelines may result in personal loss of privilege and/or in suspension.

Cleaning Supplies

The cleaning supplies that are located on the school property will be located in a designated closet and can only be used with the consent of a teacher or adult supervisor.

TIPS FOR SUCCESS FOR THE HOME - SCHOOL TEAM

The success of Hartland Day Academy depends largely upon the good faith and cooperation between home and school. Regular attendance and promptness in meeting appointments are necessary for successful schoolwork. **Parents should help teachers by providing the following aids to school success:**

- Support the school in all matters of policy
- Support the school in all matters of discipline
- Arrange for student (s) to arrive at Hartland Day Academy early enough to be at his or her desk on time each morning.
- Provide adequate school supplies and study aids. *Refer to the Supply list.* The school will not provide materials to the students.
- Provide a place for students to study at home and regulate home-study hours
- Limit or eliminate television viewing during the school week
- Observe vacation days listed in the HDA calendar
- Monitor the diet, health, and exercise program of the student. This includes ensuring that he/she eats a healthy breakfast before coming to school.

- Keep contagious students at home. If a child is out of school for a contagious disease, the school should receive a note stating that the child is not contagious before returning to school.
- Make an effort to contact the teacher prior to school beginning if your child is sick or absent.
- Inform the teacher if you must take a student out of school during school hours.
- Write a note of explanation to the teacher for each absence and tardiness.
- In the interest of health and good nutrition, and in compliance with school policy, we ask that you not send carbonated or caffeinated drinks, nor meat or meat products in your child's lunches. All carbonated beverages are also discouraged at other school functions.
- Keep in contact with teachers regarding any questions or concerns

PERSONNEL

	<u>Names</u>	<u>Contact Information</u>
Principal (acting)	Kevin Grams	kgrams@hartland.edu
Teachers:	Sarah Endres <i>High School</i>	sendres@hartland.edu
	Angela Stoffel <i>Elementary</i>	amsteach1@icloud.com
	Tony Fuentes <i>Elem. Agriculture</i>	tfuentes@hartland.edu
	Franco Olak <i>H.S. Agriculture</i>	olakfranco727@gmail.com
	Jackson Suekert <i>High School Bible</i>	jackson.suekert@gmail.com
Hartland Academic Dean	Kevin Grams	kgrams@hartland.edu (540)672-3100 x329