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# HISTORY AND PHILOSOPHY

Harbert Hills Academy was established in 1952 as an independently owned and operated twelve-grade school built and maintained on the doctrines and beliefs of the Seventh-day Adventist Church (SDA). It is the goal and objective of Harbert Hills Academy to offer a Seventh-day Adventist Christian education to all of its students, with balanced emphasis on the spiritual, mental, physical, and moral development of each student.

Throughout this handbook many quotations appear that were written by Ellen G. White, the pioneer proponent of Christian education for the SDA Church. Students, parents, and academy staff would do well to memorize and review these often, because they support the standards of this school, and help to maintain a sharp focus on our objectives.

## **Our Mission Statement**

We are committed to fully demonstrating God's plan for education: focusing on character development, academic excellence, and applied skills, to enable self-reliance and to know the joy of unselfish service.

## **Our Vision Statement**

The vision we hold for Harbert Hills Academy clearly defines where we are headed and what we aspire to be, and follows God's plan for education. It will help build our community, inspire action, yet keep us grounded. To fulfill this, our inspiring vision is focused on:

### ***Fulfilling God's Plan for Education***

## **Classification**

Harbert Hills Academy is accredited by the E. A. Sutherland Education Association (EASEA), an agency approved by the Tennessee State Department of Education.

# ADMISSIONS

## Admission Requirements

Harbert Hills Academy welcomes applications from students regardless of race, sex, religion, color, or national origin. Students wishing to apply should be of good moral character, expressing and demonstrating a sincere desire for a Christian education, and exhibiting a cooperative spirit with the standards of Harbert Hills Academy.

Harbert Hills Academy is not equipped to handle young people who have major behavioral or scholastic problems.

Apply:

Online: <http://www.harberthills.org/harbert-hills-academy/admissions/>

Mail: Admissions  
Harbert Hills Academy  
3575 Lonesome Pine Rd.  
Savannah, TN 38372

Phone: (731) 925-3098

Email: (Mr. Joe Simpson, Principal) [jsimp3@yahoo.com](mailto:jsimp3@yahoo.com)

## Notice of Nondiscriminatory Policy

Harbert Hills Academy admits student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

## Registration

All students will register on the dates indicated on the school calendar. The entrance fee will be due upon the student's arrival on campus.

## Hours of Operation

Harbert Hills Academy is a boarding school and therefore is in operation twenty-four hours a day, every day of the year. Please see the current school calendar for the most up-to-date information on the beginning and ending of quarters, special events, and break times. Please see the current class schedule for more details about specific class times.

## Admissions Process

1. Complete the application carefully and accurately.
  - a. Attach a small photo of yourself.
  - b. Give the three recommendation forms to a teacher, principal, work supervisor, or other appropriate person. No relatives or peers, please.
  - c. Fill out the student self-evaluation.
2. Harbert Hills Academy will request a transcript from the school last attended. It is the responsibility of the parent(s)/guardian(s) to have transcripts in a language other than English **translated and certified before arrival on campus**. This is to ensure correct placement and progress towards graduation.
3. Your application will be considered as soon as all of the following items are in:
  - a. Application
  - b. Student photo
  - c. Transcript translated into English
  - d. Three (3) recommendations
  - e. Student self-evaluation
4. If a personal interview is not required, a letter or phone call will come from the principal's office notifying the applicant of his/her acceptance and the date the student should arrive on campus. The student must bring
  - a. the entrance fee of \$500.00 dollars
  - b. a copy of his/her social security card (if applicable)
  - c. a copy of his/her birth certificate
  - d. the medical treatment consent form
  - e. school entry medical exam form
  - f. immunization records
  - g. medical insurance documentation
  - h. all other requested forms
5. Since the processing of new application forms takes a considerable amount of time, applicants should allow several weeks for notification.
6. In order to be allowed to register, a student's account at Harbert Hills Academy or any other school must be paid in full or have proper arrangements for payment.
7. No student will be accepted who is married, pregnant, engaged, or has a child/children.

## **Reapplication Procedure**

In the event that a student voluntarily or involuntarily leaves Harbert Hills Academy, the student must reapply using the above procedure. The application will be processed through the Admissions Committee.

At the end of each school year, the Admissions Committee will review the folders of current students that wish to return. Students may be asked to reapply or to re-interview to determine re-acceptance.

## **FINANCES**

### **Entrance Fee**

Upon arrival on campus, the entrance fee of \$500 is due. Students are not allowed to register for classes or stay on campus until this fee is paid. The fee is non-refundable.

### **General Financial Information**

Harbert Hills Academy is dependent on prompt payment of student accounts to operate.

The estimated monthly payment for each student is due by the 10<sup>th</sup> of each month. A 3% discount is applied if the bill is paid by the 5<sup>th</sup> of the month. Worthy student scholarships are applied each month **after** the estimated monthly payment is received. **Worthy student scholarships are not applied to delinquent accounts.**

# ACADEMICS

## Graduation Requirements

*Minimum requirements are as follows:*

- 4 units in Bible, 1 for every year in a Christian school
- 4 units in English
- 3 units in social studies (American History, American Government, World History)
- 3 units in math
- 3 units in science (physics, chemistry, biology)
- 2 units in gardening/agriculture
- 2 units in electives
- 4 units in health/P.E.
- 4 unit in vocational (required one course each year at Harbert Hills)
- 1 unit in work experience
- 1 unit in personal finance
- 1 unit in music

## The general course of study is as follows:

### **Freshman**

Religion I  
English I  
Math+  
Health/PE  
World History  
Gardening\*/agriculture  
Work Experience  
Music  
Elective\*

### **Sophomore**

Religion II  
English II  
Math+  
Health/PE  
Biology  
Gardening\*/agriculture  
Work Experience  
Music  
Elective\*

### **Junior**

Religion III  
English III  
Math+  
Health/PE  
American Government/History\*  
Chemistry/Physics\*  
Gardening\*  
Work Experience  
Music  
Elective\*

### **Senior**

Religion IV  
English IV  
Math+  
Health/PE  
American Government/History\*  
Chemistry/Physics\*  
Gardening\*  
Work Experience  
Music  
Elective\*

\*Offered alternating years; required when offered

+Math placement is initially determined by transcript. Math courses offered include Alg. IA/Alg. IB, Geometry, Alg. II, Pre-calculus, and Calculus.

## **Grading System**

A	90-100%	C	70-79%	F	Below 60%
B	80-89%	D	60-69%		
I	Incomplete	WP	Withdrew Passing	WF	Withdrew Failing

The school year is divided into two semesters. Each semester is divided into two grading periods (quarters) of approximately nine weeks each.

## **Acceleration and Retention of Students**

It is not the policy of HHA to accelerate students or allow a student to skip grades. Grade placement is determined by the successfully completed classes that are recorded on a student's transcript and classes/credits needed for graduation. See the section on Correspondence, Online, and Summer School Courses for more information.

The decision to retain a student in their current grade will be made in consultation with the student, academic teacher(s), the principal, and the parent(s)/guardian(s) and will be based upon their progress towards graduation.

## **Promotion of Students**

Students come to HHA from a variety of educational backgrounds and may require individualized graduation plans. Initial grade placement is based upon the student's transcript. Promotion to the next grade is based upon completion of the current grade level requirements. See page 5 for details on the general course of study.

## **RenWeb**

Grades are recorded and reported using our electronic grade book, RenWeb. Parents may contact the registrar to obtain a log-in and password. Parents and students can use RenWeb to see the most up-to-date grades and lesson plans.

## **Correspondence, Online, and Summer School Courses**

Any student wishing to take correspondence or summer school courses must submit a written request to the Principal's Office prior to applying to a program. Except under unusual circumstances, permission will not be granted to take those courses that are offered by the school. Courses taken during the summer must be completed before registration for the fall term. Students will not be admitted to the class standing to which the course would entitle them until the course is completed and a transcript is received by the Registrar's Office.



## **Dropping Classes**

Only elective courses may be dropped. This must be done in the first four (4) weeks of the semester, otherwise an “F” will be issued for that class. Permission to drop a course must be received from the parent(s)/guardian(s), teacher, and principal.

## **Incomplete**

A grade of “incomplete” is given when, for legitimate reasons, the student is unable to do sufficient work in any period to receive a satisfactory grade. The uncompleted work must be made up within the first four (4) weeks of the next grading period. After four weeks the grade automatically converts to an “F.”

## **Transcripts**

One transcript of credits will be issued without charge. A \$10.00 fee will be charged for each additional transcript. A transcript will not be issued if the individual has an unpaid bill at Harbert Hills Academy.

## **Vocational Classes**

Vocational classes are held on Fridays. Examples of vocational classes are: auto mechanics, woodworking, digital photography, food service, baking, sewing, radio broadcasting, medical missionary, desktop publishing, and youth outreach.

## **Academic Probation**

A student may be placed on Academic Probation (AP) at the discretion of the faculty at any time. Any student that has a cumulative grade of “F” in any subject will automatically be placed on academic probation. A student can only be removed from AP at the discretion of the faculty.

### Academic Probation Restrictions

1. Restricted from all recreational free-time activities.
2. Any requests for special outings must not interfere with regular or extra study hours.
3. Not eligible for town trips.
4. Restricted from participation in Mens' or Womens' Association activities.
5. Students will not be eligible to hold office if on AP for extended periods of time.
6. Students will only be allowed to go home for special holidays (Thanksgiving, Christmas, Spring Break) and summer vacation.
7. Restriction of certain friendships if the friendship is the cause of the failing grades.
8. Extra Study Hall time is required if a student has an “F” in two or more subjects.
9. Possible loss of scholarship if on AP for extended periods of time.
10. Possible loss of school issued cell phone privileges.

# WORK TRAINING PROGRAM

## Work Program

The work program is a vital part of Seventh-day Adventist education.

“Daily, systematic labor should constitute a part of the education of the youth, even at this late period. Much can now be gained by connecting labor with schools. In following this plan, the students will realize elasticity of spirit and vigor of thought, and will be able to accomplish more mental labor in a given time than they could by study alone. And they can leave school with their constitutions unimpaired, and with strength and courage to persevere in any position in which the providence of God may place them”  
(*Fundamentals of Christian Education*, p. 44)

“Our school was established, not merely to teach the sciences, but for the purpose of giving instruction in the great principles of God's word and in the practical duties of everyday life. This is the education so much needed at the present time”. (Counsels to Parents, Teachers, and Students p. 88)

“Schools should be established for the purpose of obtaining not only knowledge from books, but knowledge of practical industry” (*Ibid*, p. 317).

Two objectives of the work program at Harbert Hills Academy are:

1. To teach the student good work habits.
2. To provide a way for the student to earn part of his/her expenses while at school.

Harbert Hills Academy operates a nursing home which makes it necessary for students to work alternate Sabbath shifts and portions of vacation time. Effort is made to allow students sufficient time off for vacations during breaks. Students may need to adjust their vacation times to ensure that the work shifts are covered at the nursing home.

If a student owes a balance and desires to leave school for the entire summer, the balance must be paid in full prior to leaving. The student must receive approval, or re-apply, in order to be re-accepted. Students/parents must receive approval from the student accounts manager before planning vacation leave.

## Quoted Statements Regarding Sabbath Labor

“Often physicians and nurses are called upon during the Sabbath to minister to the sick, and sometimes it is impossible for them to take time for rest and for attending devotional services. The needs of suffering humanity are never to be neglected. The Savior, by His example, has shown us that it is right to relieve suffering on the Sabbath” (*Testimonies for the Church*, vol. 7, p. 106).

“Such labor to relieve the suffering was pronounced by our Savior a work of mercy and no violation of Sabbath” (*Testimonies for the Church*, vol. 4, p. 539).

“And man also has a work to perform on this day. The necessities of life must be attended to, the sick must be cared for, the wants of the needy must be supplied. He will not be held guiltless who neglects to relieve suffering on the Sabbath. God's holy rest day was made for man, and acts of mercy are in perfect harmony with its intent. God does not desire His creatures to suffer an hour's pain that may be relieved upon the Sabbath or any other day.” (*Desire of Ages*, p. 207).

## **Work Problems**

In the event of a problem involving work, the student should not hesitate to go to his or her work supervisor to resolve the problem. If he or she is not satisfied, the Principal should be contacted. The Principal will talk to the student alone, the work supervisor alone, then the student and the work supervisor together.

# STUDENT SERVICES

## Airport Transportation

Nashville (BNA) is the preferred airport for Harbert Hills Academy student arrivals and departures. Students and families should make every attempt to arrange travel, so that the arrival and departure schedule will not involve early morning or late night trips to and from the airport. In addition, flights scheduled to arrive or depart during Sabbath hours, will cause the student to have to arrange their own transportation. The exceptions are any unavoidable delays caused as a result of inclement weather or airline issues.

Transportation to and from the airport is an extra fee and not included in the student's tuition and fees. Students will be required to pay a transportation fee for each trip to and from the airport. The current fee is \$110 for the Nashville airport. If multiple students are departing or arriving, the fee will be shared equally. All meals during travel are the responsibility of the student and may not be charged to the student account. For early departures, a sack breakfast may be requested at supper the night before. **The cost of the trip must be paid to the office before departure. The fee for an arriving student must be paid once the student arrives on campus. No students will be transported without payment of the transportation fee.** In some cases a student's family may leave funds for these trips at the beginning of the school year and in those cases the transportation fee will be charged to the student's account. Families arriving together will be responsible for only one transportation fee per family.

Parents should carefully check the regulations of the airline their child is flying to ensure that their child is old enough to fly alone. If the airline insists upon an escort for the student, the parent is responsible for paying the fee to purchase a plane ticket for an adult to accompany the minor. In addition, excess baggage fees are the responsibility of the parent. The airlines typically require that a debit/credit card be used to pay baggage fees. The airlines generally do not accept cash at the ticket/baggage counter. Parents should make sure that their child has the appropriate funds to pay any baggage fees.

## Food

“It is frequently urged that, in the selection of food, appetite is a safe guide. If the laws of health had always been obeyed, this would be true. But through wrong habits, continued from generation to generation, appetite has become so perverted that it is constantly craving some hurtful gratification. As a guide it cannot now be trusted” (*Education*, p. 204).

Flesh foods, chocolate, and caffeine-containing drinks are not served in the cafeteria and may not be brought on campus. Students are not permitted to purchase flesh foods, chocolate, or caffeine-containing drinks while on any town trip, field trip, or other trip off campus. Food sent from home should not contain flesh, chocolate, or caffeine. Experience has shown that snacks high in refined sugar, such as candy, soda, cakes, and

cookies tend to cause irregularity in eating which may injure health and reduce physical and mental efficiency. Parents are urged not to send these types of foods to students. All foods sent from home will be inspected by the Dean and held in the student's goody box.

There is limited space in the goody box and all foods from home, or bought on town trips, must fit in the goody box. Any foods, whether purchased on town trip or sent from home, that do not meet the standards of our food policy will be confiscated and destroyed.

Harbert Hills Academy serves a wholesome vegetarian diet, including whole wheat bread from our bakery and produce from our garden. Our goal is to provide students with a diet to strengthen the body, mind, and character. Every effort is made to vary the food served in the cafeteria and to include ethnic cuisine when possible.

“Grains, fruits, nuts, and vegetables constitute the diet chose for us by our Creator. These foods, prepared in as simple and natural a manner as possible, are the most healthful and nourishing. They impart a strength, a power of endurance, and a vigor of intellect, that are not afforded by a more complex and stimulating diet” (*Ministry of Healing*, p. 296).

### **Male/Female Sides of Campus**

Outside of work hours, meal times, attending classes/services in the Chapel, or participating in a Staff planned activity, males are restricted to the area from the Boy's Dorm to the steps of the Chapel. Additional boundary rules should be discussed with the Dean.

Outside of work hours, meal times, attending classes/services in the Chapel, or participating in a Staff planned activity, females are restricted to the Girls' Dorm area. Additional boundary rules should be discussed with the Dean.

Males and Females are allowed to enter the Administration Building using the front door (or the Chapel door when Chapel is in session). After classes, meals, Chapel services, or work, males & females should go directly back to their respective dorms.

Students found out of area may be subject to a write-up.

### **Medical**

At times it becomes necessary to take a student to the doctor and to purchase medication. These bills will be charged to the parent and must be paid promptly. Leaving \$100 with the school business office for such medical bills is highly encouraged. Parents would be advised if and when any monies from that account are used and for what purpose they were used. Any balance of the account would be returned at the time the student leaves school. Trips to the doctor will incur a mileage fee which will also be charged to the student's account. Routine medical and dental care should be taken care of during school leaves. A copy of a student's insurance card should be left with the registrar's office.

## **School Insurance**

Harbert Hills Academy carries Workman's Compensation Insurance for students who are injured while working.

## **Telephone**

The Business Office and Nursing Home phones are not to be used for personal calls. However, parents may be contacted through the business office to get in touch with a student. Students may be contacted through the dorm phones or school issued cell phones.

Numbers are:

Girls' Dean Residence: 731-926-8538  
Main Girls' Dorm: 731-926-8904/ 731-926-8540

Boys' Dean Residence: 731-925-6686  
Boys' Dorm: 731-925-3456

Any student making long distance calls and charging them to any unauthorized number will be required to pay for the calls and be referred to the Discipline Committee.

## **Town Trips**

Town trips are scheduled once per month, generally after the 10<sup>th</sup> when incentive monies are handed out. Students should plan to purchase the items they need during this trip. Trips are separated by gender. Trips are free, but students are required to have \$5 in order to be allowed to go. Students should not purchase chocolate, caffeine-containing drinks, or flesh foods while on town trips. Any snacks or food purchased must be checked in with the Dean.

Mall trips are scheduled once or twice per year at the discretion of the Deans.

If a need arises between town trips, a student may ask a staff member to purchase the needed item with money the student provides.

If a student requests that a staff member take them to town, the student should be prepared to pay a fee of \$12. If multiple students are involved, the fee may be split. Permission, for such a trip, must be obtained in advance from the Dean.

## **Transportation of Students**

Students will be transported by Harbert Hills Academy staff members using school or personal vehicles only when covered by \$100,000/\$300,000 liability and \$50,000 medical insurance.

Anyone other than staff, spouses, or the parent(s)/legal guardian(s) of a student that wish to transport a student must have prior approval from the parent(s)/legal guardian(s), be at least 21 years of age, carry \$100,000/\$300,000 liability insurance, and \$50,000 medical insurance.

Except for special school functions, any student requesting to spend the night off campus must first have in writing consent from their parent(s)/guardian(s) and approval from the Principal's Office.



# **RULES AND REGULATIONS**

The privilege of attending Harbert Hills Academy is dependent upon the willing cooperation of each student to maintain high standards of conduct on and off campus. All regulations adopted by the faculty and announced to the students have the same force as those published in the Student Handbook. Furthermore, the faculty reserves the right to announce changes in policies outlined in the handbook as necessary. All rules and principles of conduct remain in force, as long as, the student is enrolled at Harbert Hills Academy or working at the HHA Nursing Home/Academy to pay off a balance owed.

## **Activities**

Participation in all planned activities (such as campout, week of prayer, special speakers, inspirational weekends, field trips, etc.) is required by both dorm and village students unless scheduled to work during that time. Attendance is taken for activities and all school rules apply.

## **Attendance**

Success in school is highly dependent on attendance. Students are not to miss class unless they are on sick list with the prior approval of the Dean.

1. Attendance is recorded and monitored on a cumulative, yearly basis.
2. Attendance is taken for classes, worships, chapels, and work.
3. Three unexcused tardies are equivalent to one unexcused absence.
4. Each unexcused tardy will result in .50 cents being taken from the student's monthly incentive.
5. Each unexcused absence will result in \$1.00 being taken from the student's monthly incentive.
6. Students continuing to violate the attendance policy will be subject to a behavior contract, suspension and ultimately expulsion.

## **Automobiles**

Driving to, and parking on, campus is a privilege afforded to village students. Students who drive to campus must submit a copy of a valid driver's license to the school administration and abide by all TN driving laws and regulations.

The vehicle should be parked around the Administration Building (or nursing home, if applicable). Dorm students should not be inside the vehicle at any time, whether to sit, ride, or to drive.

Students are not to spend time parked in the car with someone of the opposite gender.

Dorm students are not to bring or purchase motor vehicles, mopeds, motorcycles, go-carts, or other forms of motor transportation while on campus.

## **Bicycles**

Riding a bicycle is limited to campus roads only and is a privilege which may be revoked if abused. Girls may ride on Sunday, Tuesday, Thursday; and boys on Monday, Wednesday, and Friday. Students may only ride bicycles during free time with the Dean's permission. Students should not ride their bikes on Lonesome Pine Road. No trick or dangerous riding allowed. Bicycles, or skateboards, should not be left in front of the Administration Building.

## **Bullying**

At Harbert Hills Academy, we strive to maintain a family-like environment where each student is granted an opportunity to grow academically, socially, and spiritually. Bullying is not allowed on our campus and will result in severe discipline. Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm or induce fear through the threat of further aggression and usually involves an imbalance of power. Bullying can be emotional, physical, racial, sexual, or verbal. Any student who experiences or witness bullying should report it to a staff member immediately.

## **Cafeteria Policies**

Mixed seating is allowed, but if the privilege is abused, it will be removed from the individual offender. Eating outside is allowed during daylight time and is a privilege that can be lost if abused.

It is expected that students will use appropriate volume when conversing and will **clean up after themselves**. Take only as much food as you will/can eat to avoid wasting food.

The serving area, coolers, freezer, pantry, janitor's closet, office, and dish washing areas are off-limits to students who are not assigned to work there. Students need permission from the cook in charge in order to be in the kitchen area. **No food or drink should be taken from the cafeteria.**

The only time P.E. attire is allowed in the cafeteria is following a last-period P.E. class, in order to eat, prior to the cafe closing time.

Students who act inappropriately in the cafeteria may receive a write-up.

## **Campus Leave**

Students planning to take campus leave with anyone other than a parent or guardian need written permission from both sets of parents/guardians and approval from the Principal's Office and the schedule maker.

While on leave parent(s)/guardian(s) are encouraged to take care of routine doctor/dentist appointments, hair appointments, clothes shopping, etc. to ensure that students have as few interruptions to the school year as possible. Student leaves are not to be more often than every six (6) weeks.

The dates for break will be published in the school calendar:

Summer Break	2-6 weeks vacation for full-time students, based on financial need
Thanksgiving	Scheduled on the calendar each year
Christmas Break	2 weeks, based on financial need
Spring Break	1 week, based on financial need

## **Cell Phones**

The only cell phones allowed on campus, or on field trips, are those issued by Harbert Hills Academy. These phones work on the Verizon network and are part of our Campus-Wide Emergency Preparedness Plan. Any cell phone not issued by Harbert Hills Academy that is found to be in the possession of a student will be confiscated and not returned to the student or the parent(s)/guardian(s).

The phone will be furnished by Harbert Hills Academy. The individual student will be responsible for charging and maintaining their issued phone. Phones, or chargers, that are lost or broken will result in a product replacement fee.

Phones are not to be shared with other students; this will result in the loss of cell phone privileges. The phones will be programmed to only call numbers approved by the parents and staff. Students must have a signed cell phone agreement on file before being issued a phone.

Calls made to phones outside the Verizon network will cost five (5) cents per minute. Plans for making calls outside of the USA are available for an extra fee. To minimize costs, students are encouraged to purchase a calling card.

Phones are not to be taken out of the dorm without approval of the Deans. Violation of this policy will result in the loss of cell phone privileges. No headphones or wireless hands-free devices are to be used with the phones. All headphones and wireless hands-free devices found on campus will be confiscated.

Phones will be turned into the Deans before lights out and will be reissued in the morning. Phones are to be kept in the dorms except by permission of the Dean or Administration.

## **Chapel**

The Chapel is to be treated with reverence and respect. Students should not be in the Chapel without a legitimate need. Please do not leave personal items or trash in the Chapel. No food or drink (other than water) is allowed in the Chapel.

During church services or special services, male students are to sit on one side of the Sanctuary and female students are to sit on the other side of the Sanctuary.

## **Classroom/Administration Building**

The classrooms in the Administration Building are used by many people throughout the day. Students are expected to clean up after themselves and not leave trash on the floor. There is no gum chewing, eating, or drinking (with the exception of water) in the Administration Building. Students are not to write on the desks, walls, heating/cooling unit, white boards, or railing. Items left in the Administration Building are subject to confiscation. Students need permission and staff supervision to be in the Administration Building when not in class. No students are to enter the computer lab, library, or science classroom without supervision.

## **Computer Lab**

The use of computers is a privilege extended to all students and there are set, published times for open computer lab use. All internet traffic is monitored and filtered. Inappropriate use of the computer will result in loss of privileges for at least one week, depending on the infraction. No student should be in the computer lab without staff supervision.

Examples of inappropriate use include, but are not limited to, transmitting, storing, or viewing material, programs, or information containing:

- pornography
- dirty or un-Christian content
- music that violates the policies of HHA
- swearing, sexist, or racist language
- occultism, spiritualism, new age materials
- drugs or drug culture
- criminal acts/anti-social behavior
- gambling
- chat rooms
- games, including card games
- Facebook, Instagram, Tumblr, or other social networking sites
- illegal activities
- comics
- literature that violates Harbert Hills Academy standards

## **Computers and Electronic Devices**

The school's media center is well equipped to meet students needs; therefore, students' personal laptops and cell phones will be kept stored. If a student fails to check in their electronic devices, such items will be confiscated.

Many of our students who are learning English find an electronic translator to be helpful. Translators must be checked in with the Dean and inspected upon arrival. Students will be allowed to keep their translators with them, but are responsible for their security and use. Translators may not have pictures, music, movies, or video stored on them. Inappropriate use of translators will result in them being sent home at the student's expense, regardless of who misused them.

No electronic devices should be brought to or used during any worship service. During special events, or with special permission, cameras may be used to take pictures. Students should not use worship time to review pictures stored on their cameras.

Cameras are allowed on campus. It is a student's responsibility to ensure that their cameras are secure and not used inappropriately. Examples of inappropriate use include, but are not limited to: taking pictures during class or worship without permission, viewing pictures stored on memory cards during class or worship, and taking lewd/suggestive/sexual pictures. The staff of Harbert Hills Academy reserves the right to inspect pictures and videos on any camera.

Tablet computers, e-readers, PDA's, iPads, headphones, smart watches, and bluetooth devices are not allowed on campus. They will be confiscated and not returned.

Students whose translator, camera, USB drive, or external hard drive are used inappropriately will be confiscated. This applies regardless of who misuses the device.

The following rules apply to translators, cameras, and USB drives:

1. Translators may only be used during study hall and class time with permission of the teacher.
2. No music or movies are to be on the hard drive or memory card.
3. The device is not to be used to show movies or tv shows.
4. The device is not to be used to play music.
5. No games are allowed to be stored on the device or on external media cards.
6. The device can be inspected by any staff at any time.

## **Early and Late Arrivals**

Students are asked to adhere to the beginning and ending dates of each break as closely as possible. It causes great difficulty for the staff at the Nursing Home and at the Academy when students leave early for a break or arrive late after a break. Students can apply for late arrival/early departure through the Principal's Office. Students without prior permission who arrive back on campus late from break or who depart for break early will be charged \$80 per day that they miss.

## **E-Mail**

There are set, published times for open computer lab use in which students can check and respond to their e-mail. All students will be issued a school email account to communicate with teachers. Use of e-mail is a privilege. Students who use e-mail inappropriately will lose that privilege. Supervisors have the right to monitor all activities on the computer.

## **General Sabbath Observance**

As a Seventh-day Adventist school, Harbert Hills Academy observes the Sabbath from sundown Friday until sundown Saturday. We prepare for this time by having all rooms and campus areas clean, neat, and orderly by sundown on Friday. Clothing for Sabbath should be prepared (laid out and ironed if needed) by sundown on Friday. Cutting hair, braiding hair, or fixing elaborate hair styles is not appropriate during the Sabbath hours. During Sabbath all students not working at the Nursing Home are required to attend Vespers, Sabbath School, Divine Worship, and other planned activities. Sabbath walks and other afternoon activities will be required at the discretion of the supervising staff member(s). Proper attire is required for all sabbath programs (Friday vespers, Sabbath school, Church, and Sabbath evening worship).

If family members come to visit, we request that any Sabbath activities be carefully planned to maintain the Sabbath rest.

Students are not allowed to engage in recreational/sporting activities that would desecrate the sanctity of the Sabbath. Examples include, but are not limited to: football, soccer, throwing balls, playing Frisbee, swimming, weight lifting/training, ping pong, sunbathing, computer games, bouncing balls, skateboarding, rollerblading, bicycle riding, etc. The faculty reserves the right to interpret the nature and appropriateness of an activity. Students engaging in questionable activities may lose the privilege of having that item on a temporary or permanent basis.

## **Gum**

For health and cleanliness purposes, gum chewing is not allowed at Harbert Hills Academy, including all church services.

## **Lockers**

Each student is issued a locker in the Administration Building. Lockers are property of the school and the school retains the right to search lockers at any time. Students are expected to keep their locker clean and neat. Damage to a locker may be charged to the student if warranted.

## **Mail**

Mail for students may be sent to:

Student's Name  
Harbert Hills Academy  
3575 Lonesome Pine Rd.  
Savannah, TN 38372  
USA

Mail will be received in the front office and distributed to the students by the Dean. Any magazines, or catalogs, deemed inappropriate will not be give to the student. Packages will be opened in the presence of a Dean and the contents checked to ensure that they meet the standards of Harbert Hills Academy.

## **Medication**

Parents are responsible to provide the school with a list of all of the student's medications including prescriptions, over-the-counter drugs, and supplements. A list of any allergies or medical diagnoses are also required.

## **Off Campus Leave**

All off-campus leaves must be approved by the Principal, parent(s)/guardian(s), and the schedule maker. We make an effort to ensure the safety of each of our students; therefore students need parent/guardian permission to leave campus with a non-staff member.

## **Music Practice**

Music practice is a privilege that requires students to demonstrate maturity and dedication. Students who do not use music practice time appropriately may lose their practice privileges.

## **Pool Rules and Conduct**

Use of the swimming pool is a privilege and, as such, comes with responsibilities. Please observe the following regulations:

1. Before swimming, students must request permission from the dean on duty and have a staff supervisor. This applies to recent graduates, village and dorm students.
2. Modest swimwear is required; no bikinis are allowed without a dark t-shirt.
3. Regular clothing must be worn to and from the pool and dorms.
4. No running or horseplay.
5. If you cannot swim, you must wear a life jacket.
6. No food or drinks are allowed.
7. Pick up and dispose of trash properly.
8. Take clothing and towels with you when you leave.
9. Rinse off before swimming.
10. Clean feet before entering the pool.
11. Do not dive into the shallow end of the pool.
12. Do not apply baby oil or tanning lotion and swim; it clogs up the system.

Pool use times will be posted. The pool closes at 4 pm on Friday and reopens after sundown on Saturday night. Students that violate pool rules will have their pool privileges revoked.

Students must have a signed pool agreement, from the parents, on file before using the pool.

## **Reading and Entertainment Materials**

“Many youth are eager for books. They desire to read everything that they can obtain. Let them take heed what they read as well as what they hear” (Messages to Young People, p. 271).

Choose reading material carefully! What enters a person's mind through reading has many effects on thought and behavior. Novels create a desire for a life of fantasy and destroy the desire for serious academic and Biblical study. Literature (whether print or electronic) which does not meet the Biblical standards of our school and church is prohibited. This includes, but is not limited to pornography, romance novels, novels, comic books, and materials dealing with violence, the occult, alcohol, drugs, sex, perversions, degrading/inappropriate language, etc.



Board games, card games, cards, etc. are not allowed in the dorm except by special permission of the Dean.

Music is emotionally stimulating and often an important part of the life of a teenager; unfortunately, most music today is not in line with Biblical standards.

“Music, when not abused, is a great blessing; but when put to a wrong use, it is a terrible curse.” (Sons and Daughters of God, p. 179).

We recognize that students come from different cultural backgrounds and have varied tastes in music. At Harbert Hills Academy our standards for music are based on the standards specified in the Bible and by the Spirit of Prophecy.

Non-acceptable music includes rock, gospel, jazz, rap, blues, etc. This includes both secular music and music which is religious in nature, but follows these styles. The use of radios, DVD players, DVD's, MP3/MP4 players, iPods, televisions, and other audio-visual equipment is not permitted, except by special permission for school-related activities.

## **Searches**

Harbert Hills Academy reserves the right to search dorm rooms, lockers, backpacks, personal belongings, student vehicles, and students if deemed necessary.

## **Sick List**

If a student is sick, he or she should report to his work supervisor if at work, or to the Dean if not at work. **If a student does not report that they are sick to his/her work supervisor or Dean, it will be assumed that he/she will be present at all required work and school appointments, and will be counted absent or tardy otherwise.** The work supervisor or Dean will evaluate the student's condition and determine the appropriate action. If at work the supervisor will notify the Dean.

If a student requires a rest or recovery time, the Dean will evaluate the student on a daily basis and consult with the school nurse or a doctor, if appropriate. Meals will be brought to the student by either the Dean or the Residence Assistant, and the student is restricted to their dorms.

If the student's symptoms indicate a condition requiring the services of a physician, an appointment will be made at a local doctor's office or the student will be taken to the emergency room. Parent(s)/Guardian(s) are responsible for charges incurred for these services and will be kept advised of the situation.

## Social Standards

“Those students who profess to love God and obey the truth should possess that degree of self-control and strength of religious principle that will enable them to remain unmoved amid temptations, and to stand up for Jesus in the college, at their boarding houses, or wherever they may be. Religion is not to be worn merely as a cloak in the house of God; religious principles should characterize the entire life” (*Counsels to Parents, Teachers, and Students*, p. 98).

We believe that the present free and easy trend, in conduct, between the sexes, not only does not contribute to scholarship and character development, but is positively detrimental to the morals and ideas of our youth. We also believe that boys and girls should be taught habits of propriety in the company of the opposite sex. Harbert Hills Academy, therefore, attempts to make abundant opportunities for supervised mixed group association, but makes no provision for special friendships, dating, going steady, etc., in our school program.

We base our views on the following quotations from the Spirit of Prophecy:

“The young affections should be restrained until the period arrives when sufficient age and experience will make it honorable and safe to unfetter them. Those who will not be restrained will be in danger of dragging out an unhappy existence. A youth not yet out of his teens is a poor judge of the fitness of a person as young as himself to be his companion for life” (*Messages to Young People*, p. 452).

“While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost. Let all students take as broad a view as possible of their obligations to God. Let them study earnestly how they can do practical work for the Master during their student life. Let them refuse to burden the souls of their teachers by showing a spirit of levity and a careless disregard of rules” (*Counsels to Parents, Teachers, and Students*, p. 100).

“You may see no real danger in taking the first step in frivolity and pleasure-seeking, and think that when you desire to change your course you will be able to do right as easily as before you yielded yourselves to do wrong. But this is a mistake. By the choice of evil companions many have been led step by step from the path of virtue into the depths of disobedience and dissipation to which at one time they would have thought it impossible for them to sink” (*Messages to Young People*, p. 414).

“My sisters, avoid even the appearance of evil. In this fast age, reeking with corruption, you are not safe unless you stand guarded. Virtue and modesty are rare. I appeal to you as followers of Christ, making and exalted profession, to cherish the precious, priceless gem of modesty” (*2 Testimonies*, p. 458).

“The first appearance of irregularity of conduct should receive attention; the youth should be taught to be frank yet modest in all their association. They should be taught to respect just rules and authority. If they refuse to do this after the right kind of labor has been bestowed upon them, let them be dismissed, whatever position they occupy; for they will demoralize others” (*Special Testimony to the Managers and Workers in Our Institution*, 1898).

Our experience has led us to recognize that much of the trouble for youth today is caused by carelessness in their association. The faculty take a serious stand on this question and expect students to be in harmony with the principles stated.

The Lord has made very clear the responsibilities that all Seventh-day Adventist institutions have to the young souls the Lord has entrusted to them. We ask all students, attending Harbert Hills Academy, to keep: their thoughts pure, their minds clean, and their hearts on Jesus.

If parents do not wholeheartedly agree with this requirement and do not intend to uphold it in all respects, it would be better for them to send their child(ren) to another school.

If students are not respecting the guidelines above, there are several steps the staff will take as outlined in the Discipline section.

Any student at Harbert Hills Academy who becomes engaged, married, or pregnant will be dismissed, forfeiting all grades. Students who are married, engaged, pregnant, or have children will not be considered for admittance.

## **Standards of Dress**

The clothes we wear reveal our ideas. It is important that young people who attend our academy be well-groomed and dressed in keeping with Christian Principles of modesty and simplicity. We trust that each student will abide by the following standards and that all parents shall lend their influence and cooperation in holding to them.

“In dress, as in all things else, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming” (Child Guidance, p. 413).

The faculty and staff are the final authority in interpreting the dress policies. All students, dormitory or village, are to comply with the dress policies when on campus or when participating in school functions. All staff members have the authority to confiscate any item that does not follow guidelines.

“Our appearance in every respect should be characterized by neatness, modesty, and purity” (Child Guidance, p. 413).

## **General Guidelines for clothing**

- All clothes should be clean, free of rips, tears, frays, and holes.
- There will be no logos, symbols, or pictures that represent a lifestyle contrary to the beliefs of the Adventist Church.
- T-shirts are allowed only for certain work assignments, free-time activities, and recreation.
- Shorts must cover the knees fully while sitting or standing (cover the entire knee from top to bottom) and will be worn only for recreational activities at the discretion of the Dean. Shorts may not be worn to the cafeteria, on town trips, to the Administration Building (with the exception of PE), or around campus.
- Athletic-style pants are not to be worn outside the dorm unless explicit permission is given by the Dean or PE teacher . This includes yoga pants, leggings, soccer pants, warm-up pants, sweat pants, jogging pants, etc.
- For water activities where males and females are together dark t-shirts and dark shorts that cover the knees must be worn for swimming by both boys and girls.
- Students may not wear the clothing of someone of the opposite gender at any time. Nor may students wear clothing that is intended for the opposite gender. For example: a male student wearing a dress or a female student wearing a man's suit and tie.

“God designed that there should be a plain distinction between the dress of men and women, and has considered the matter of sufficient importance to give explicit directions in regard to it...” (Child Guidance, p. 427)

- No headgear (hats, caps, sweat bands, doo rags, hoods, etc.) is allowed inside any campus building. This applies to both males and females

## **Dress Standards for Male Students**

“Many need instruction as to how they should appear in the assembly for worship on the Sabbath. They are not to enter the presence of God in the common clothing worn during the week. All should have a special Sabbath suit, to be worn when attending service in God's house.” Testimonies Vol 6, pg 355

### **Friday night Vespers and Church:**

- Coordinating dress slacks, dress shirts, ties, dress socks, and dress shoes are required for Church and Friday Vespers.  
\*Pants cannot be denim or jean material. Chino, joggers, or khaki, style pants are not appropriate for worship services  
\*Hoodies and jean jackets are not to be worn over dress shirts. If a student is cold, they should wear an appropriate sweater or jacket. Blankets should not be used as coats.  
\*Tennis shoes, or casual sandals, are not appropriate footwear for worship services.
- For Sabbath lunch (both in the cafeteria and for potluck) church attire, with a properly worn tie, is required. Students should wait to change out of Sabbath clothes until after lunch, unless otherwise instructed.
- The last Friday evening of each month will be designated as the day to wear cultural shirts in lieu of a dress shirt and tie. Dress slacks, and dress shoes, are still required as part of the worship attire.
- Recreational attire and proper shoes (no shower slides, sandals, flip-flops) may be worn for a Sabbath Hike.

### **Worship & Chapel Services held during the school week:**

If the student is in class, they should wear the School Uniform (described below) to mid-week chapel on Wednesday afternoons. If the student is coming from the nursing home vocational program, they may wear the nursing home uniform.

If the student is not coming from the nursing home vocational program and not in class, they should follow these guidelines for Chapel Services:

- Slacks or jeans may be worn. No athletic pants are to be worn. The pants must be loose fitting, clean, and free of holes and frays. The waistline on the pants must be worn above the hip bones, as no sagging is allowed. If pants have belt loops, then a belt must be worn. No overly baggy or body hugging pants are to be worn.
- Shirts with a collar are to be worn. Straight-bottomed shirts may be worn untucked as long as they are buttoned up. Wearing an unbuttoned shirt over a t-shirt is a violation of dress code. Shirts with tails must be tucked in. Shirts must be buttoned up to the top two buttons. Hoodies are not to be worn as a substitute for a shirt with a collar. Henley shirts with buttons down the front are acceptable.

- Socks and shoes (dress, casual, dressy sandals, tennis/athletic) must be worn to class, while in the Administration Building, during Chapel, to the cafeteria, and to work. Flip-flops, shower slides, and house shoes are not appropriate footwear outside the dorm; do not leave the dorm while wearing them. Dressy sandals do not require socks.
- Shirts must have sleeves. No tank tops or cut-off shirts are allowed, they will be confiscated and not returned.
- Vacation and holiday break attire will be as instructed, for students staying on campus.

**The School Uniform is to be purchased prior to arriving at school. International students may have clothing shipped to the school address.**

**The School Uniform must be worn while the student attends class and for designated field trips.**

**Please note that the polo shirts MUST be purchased from the specified uniform vendor. HHA has a dedicated website, through the vendor, listing what students should buy to be consistent with the school uniform as outlined below:**

- Polo shirt in burgundy is mandatory. The student may also purchase gray or black polo shirts to expand their wardrobe colors. All polo shirts must be purchased from the school specified vendor and will include the school logo. The polo shirt may be left untucked if so desired.
- Dress slacks may be purchased from any store. The appropriate colors for school are black, navy blue, gray, or khaki. Chino, or khaki, style pants are acceptable, for school. The pants must be loose fitting, clean, and free of holes and frays. The waistline on the pants must be worn above the hip bones as no sagging is allowed. If pants have belt loops then a belt must be worn.  
\*Colored jeans/denim pants, “joggers,” and athletic pants are **not** appropriate to wear as part of the school uniform. No overly baggy, or “body hugging” pants, are to be worn.
- Socks and shoes (dress, casual, dressy sandals, tennis/athletic) must be worn to class, while in the Administration Building, during Chapel, to the cafeteria, and to work. Flip-flops, shower slides, and house shoes are not appropriate footwear outside the dorm, do not leave the dorm while wearing them. Dressy sandals do not require socks.

Field trips, other school outings, or mission trips may require different clothing as specified by the staff member(s) in charge of the trip.

### **Physical Education and “Rec” Clothing:**

- Loose fitting athletic style pants, or shorts that cover the knees while sitting and standing, are acceptable for P.E. Tight fitting pants, of any kind, are not appropriate.
- T-shirts free of logos that are contrary to the beliefs of the Seventh-day Adventist Church. Shirts must have sleeves. No tank tops or cut-off shirts are allowed, they will be confiscated and not returned.

### **Clothing for other events (such as town trips or airport pick up & drop off) is described below:**

- Slacks or jeans are to be worn. No athletic pants are to be worn. The pants must be loose fitting, clean, and free of holes and frays. The waistline on the pants must be worn above the hip bones as no sagging is allowed. If pants have belt loops then a belt must be worn. No overly baggy or body hugging pants are to be worn.
- Shirts with a collar are to be worn. Straight-bottomed shirts may be worn untucked as long as they are buttoned up. Wearing an unbuttoned shirt over a t-shirt is a violation of dress code. Shirts with tails must be tucked in. Shirts must be buttoned up to the top two buttons. Hoodies are not to be worn as a substitute for a shirt with a collar. Henley shirts with buttons down the front are acceptable.
- Socks and shoes (dress, casual, dressy sandals, tennis/athletic) must be worn to class, while in the Administration Building, during Chapel, to the cafeteria, and to work. Flip-flops, shower slides, and house shoes are not appropriate footwear outside the dorm, do not leave the dorm while wearing them. Dressy sandals do not require socks.
- Shirts must have sleeves. No tank tops or cut-off shirts are allowed, they will be confiscated and not returned.

### **Guidelines for hair:**

- Hair should be cut so the ears are exposed.
- Hair should not be hanging over the face, so as to cover the eyebrows.
- Faddish or worldly cuts are not acceptable (no designs, braids, perms, bleaching, dying, shaving, fake mohawks, etc.).
- Hair should not extend past the nape of the neck (should not touch the collar of the shirt).
- Facial hair, including beards, goatees, and mustaches should be kept neatly trimmed.
- No pony tails, of any length, or “buns” are allowed for boys.

### **Miscellaneous Guidelines:**

- Hats, caps, hoods, and other head coverings are not to be worn in any campus building or at church.
- Students are not to have bandanas, doo-rags, or chains, including wallet chains and key, hanging from pockets.
- No jewelry of any kind is to be worn. This includes necklace-style key chains, bracelets, wristbands, earrings, nose rings, rubber awareness bracelets, no smart technology jewelry, etc. Jewelry will be confiscated and not returned. Cloth lanyards are acceptable.
- Vocational work uniforms may be job specific, at the nursing home, while other methods of dress will be specified by the supervisors in other vocational areas or for outdoor activities.

### **Dress Standards for Female Students**

“Many need instruction as to how they should appear in the assembly for worship on the Sabbath. They are not to enter the presence of God in the common clothing worn during the week. All should have a special Sabbath suit, to be worn when attending service in God's house.” Testimonies Vol 6, pg 355

### **Friday night Vespers and Church:**

- A nice dress, or skirt and blouse outfit, should be worn to Friday night and Sabbath worship.
  - \*Denim, or jean material, is not acceptable.
  - \*Hoodies and jean jackets are not to be worn over dresses. Blankets are not to be brought to wear as coats. Please wear a sweater, or dress jacket, if cold.
  - \*Tennis shoes, or casual sandals, are not appropriate footwear for worship services.
- For Sabbath lunch (both in the cafeteria and for potluck) church attire is required. Students should wait to change out of Sabbath clothes until after lunch, or potluck, is finished.
- Hats, caps, hoods, and other head coverings are not to be worn inside any campus building with the exception of dress hats for worship on Friday nights and Sabbath services. Dress hats worn for worship must be simple and coordinated with the outfit.
- The last Friday evening of each month will be designated for modest cultural clothing in lieu of standard church attire. Proper hosiery, slippers, and dress shoes are still required to be worn with the cultural attire.



- Recreational attire and proper shoes (no shower slides, sandals, flip-flops) may be worn for a Sabbath Hike.

“In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold, or pearls, or costly array.”

1 Timothy 2:9

### **Chapel Services during the week:**

If the student is in class, they should wear the School Uniform (described below) to mid-week chapel on Wednesday afternoons. If the student is coming from the nursing home vocational program, they may wear the nursing home uniform to the mid-week chapel Chapel service.

If the student is not coming from the nursing home vocational program and is also not in class, they should follow these guidelines for Chapel Services:

- Modest tops that cover the chest area by being no lower than two (2) inches below the collarbone in the front and no lower than four (4) inches from the neck bone in the back. Bra and slip straps should not be visible. Sleeves should not be sheer and are to extend at least one inch from the underarm seam and cover the top of the arm. Tops should not be form-fitting or clingy. Tops should cover the skin at all times (sitting, bending, reaching over one’s head, etc.). Shirts must have sleeves.
- The length of skirts and dresses should fall halfway between the bend of the knee and the ankle bone all the way around. No front slits are allowed. Side and back slits should not expose any part of the knee. Slips should be worn under dresses and skirts to prevent “see-through” and clinging. Socks, leggings, or hosiery may be worn for warmth and protection.
- No visible pants are to be worn under skirts and dresses. No patterned hosiery is to be worn. Skirts should be loose and not body hugging. Leggings are acceptable to wear under skirts with a slip. Leggings must be clean, free of rips, tears, holes, or objectionable patterns.
- Socks, hosiery, and shoes (dress, casual, dressy sandals, tennis/athletic) must be worn to class, while in the Administration Building, during Chapel, to the cafeteria, and to work. Flip-flops, shower slides, and house shoes are not appropriate footwear outside the dorm, do not leave the dorm while wearing them. Dressy sandals do not require socks.

**The School Uniform is to be purchased prior to arriving at school. International students may have clothing shipped to the school address.**

**The School Uniform must be worn while the student attends class and for designated field trips.**

**Please note that the polo shirts and skirts MUST be purchased from school specified vendor. HHA has a dedicated website, through vendor, listing what students should buy to be consistent with the school uniform as outlined below:**

- Polo shirt in burgundy is mandatory. The student may also purchase pale pink, or gray polo shirts to expand their wardrobe colors. These polo shirts must be purchased from the school specified vendor and will include the school logo. The polo shirt may be left untucked if so desired.
- Below the knee skirt must be ordered from the specified vendor. The skirt is to fall below the knee so that the knee is not visible when sitting or standing.
- Socks and shoes (dress, casual, dressy sandals, tennis/athletic) must be worn to class, while in the Administration Building, during Chapel, to the cafeteria, and to work. Flip-flops, shower slides, and house shoes are not appropriate footwear outside the dorm, do not leave the dorm while wearing them. Dressy sandals do not require socks.

Field trips, other school outings, or mission trips may require different clothing as specified by the staff member(s) in charge of the trip.

**Clothing for other events (such as town trips or airport pick up & drop off) is described below:**

- Modest tops that cover the chest area by being no lower than two (2) inches below the collarbone in the front and no lower than four (4) inches from the neck bone in the back. Bra and slip straps should not be visible. Sleeves should not be sheer and are to extend at least one inch from the underarm seam and cover the top of the arm. Tops should not be form-fitting or clingy. Tops should cover the skin at all times (sitting, bending, reaching over one's head, etc.). Shirts must have sleeves.
- The length of skirts, and dresses, should fall halfway between the bend of the knee and the ankle bone all the way around. No front slits are allowed. Side and back slits should not expose any part of the knee. Slips should be worn under dresses and skirts to prevent "see-through" and clinging. Socks, leggings, or hosiery may be worn for warmth and protection.
- No visible pants are to be worn under skirts and dresses. No patterned hosiery is to be worn (this includes socks, leggings, tights, or nylons). Skirts should be loose and not body hugging. Leggings are acceptable under skirts.

- Socks/hosiery and shoes (dress, casual, dressy sandals, tennis/athletic) must be worn to class, while in the Administration Building, during Chapel, to the cafeteria, and to work. Flip-flops, shower slides, and house shoes are not appropriate footwear outside the dorm, do not leave the dorm while wearing them. Dressy sandals do not require socks.

**Physical Education & “Rec” Clothing:**

- Loose athletic style pants or shorts that cover the knees, while sitting or standing, are acceptable for P.E. Tight fitting pants, such as leggings, are not allowed.
- T-shirts free of logos that are contrary to the beliefs of the Seventh-day Adventist Church. Shirts must have sleeves. No tank tops or cut-off shirts are allowed, they will be confiscated and not returned.

**Guidelines for hair:**

- Hair should be neat and clean.
- Hairstyles should be feminine, natural, and attractive without following worldly trends.
- Hair should not hang down over the face.
- Hair should be no longer than waist-length.
- Wigs, hairpieces, hair clips with fake hair, etc. may be worn if the color of the hair is the same color as the wearer's hair color.
- Hair should not be dyed or bleached

**Miscellaneous Guidelines:**

“My views were calculated to correct the present fashion, the extreme long dress, trailing upon the ground, and also correct the extreme short dress, reaching about to the knees... I was shown we should shun both extremes” (*1 Testimonies*, p. 464).

- Makeup should not be worn. This includes, but is not limited to, eyebrow pencil, eye shadow, mascara, eyeliner, foundation, blush, lipstick, and colored lip gloss. Un-tinted moisturizing creams and clear lip balm may be used. Clear means there is no tint, color, gloss, glitter, etc.
- Painted or false nails are not allowed. Clear nail polish is acceptable. Clear means there is no tint, color, gloss, glitter, etc.
- Jewelry is not to be worn. This includes, but is not limited to: fancy hairclips, necklaces, chokers, bracelets, finger rings, nose rings, earrings, watch rings, watches that are more bracelet-like than functional, and ankle bracelets.

- Shoes should be worn according to the activity taking place. House shoes, shower slides, and flip-flops are inappropriate for work, the cafeteria, the chapel, and school. These styles of shoes should not be worn outside the dorm. Heels for church and special occasions are to be three (3) inches in height or less.
- Overall, clothes should not be form fitting, excessively baggy, or sloppy. Fabric should not be sheer, gaudy, slinky, or clingy. Clothes should be modest in style.
- Pants or jeans may be worn for certain recreational activities at the discretion of the Dean and for farm work. Pants should not be tight, form fitting, or skinny, and must be worn with a loose top that completely covers the buttocks and crotch.
- Vests and jackets should be modest and coordinated with the outfit.
- Belts, scarves, and other accessories are to be modest and coordinated with the outfit; they should not be gaudy or showy.
- Vocational work uniforms may be job specific, at the nursing home, while other methods of dress will be specified by the supervisors in the Cafeteria or for outdoor activities.

## **Penalties for Dress Code Violations**

“The dress and its arrangement upon the person is generally found to be the index of the man or the woman” (Child Guidance, p. 413)

Dress code violations may involve the student being asked to return home, or to the dorm, to change. This could result in an unexcused tardy, or absence, if class is missed.

If an item of clothing is objectionable, it may be confiscated by the appropriate Dean. Further dress code violations will be referred to the Principal's Office and possibly to the Discipline Committee.

Fines, or suspension, may result for repeat dress code misconduct.

## **Study Hall**

Study Hall is a supervised time set aside for working on homework and other class projects, seeking help from teachers, and studying for tests or quizzes. Study Hall is not social time or free time. Attendance is taken for Study Hall and students who fail to attend Study Hall when not working will be counted absent. Failure to attend Study Hall without a valid excuse can result in an office referral.

Students are to bring all needed materials to Study Hall, for that session. Students are not allowed to leave one Study Hall location to retrieve materials from the other location.

## **Visitors**

Visitors are welcome. While on campus each visitor has the privilege of being a member of our school family, and as such will be expected to willingly support all school standards. We ask that all visitors check in with the front office.

Smoking and alcoholic beverages are not allowed on our campus. Visitors are welcome in the dorms with the permission from the Dean.

There is limited room in the Guest House. Please call ahead to check availability.

## **DISCIPLINE**

Every effort will be made by the faculty to help the student to see the importance of abiding by the school rules. Discipline, when needed, will be designed not only as punishment, but as a means of helping the student move toward a more meaningful acceptance of Christian rules and conduct. However, if a student's progress or conduct is unsatisfactory, or his/her spirit is manifestly out of harmony with the standards of the school, or his/her influence is found to be detrimental, he or she may be asked to withdraw at any time, although there may have been no specific violations of any regulations.

### **Discipline Committee**

The following practices will result in disciplinary action before the discipline committee:

1. Displaying a detrimental influence out of harmony with the standards of the school.
2. Using profane language
3. Gambling, betting, possessing playing cards, or possessing gambling devices.
4. Participating in dishonesty of any kind, including theft, cheating, lying or willful deception concerning school or business.
5. Engaging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures.
6. Failing to conform completely to the stipulations of any discipline which has already been administered.
7. Engaging in any type of willful destruction or vandalism of school property or anyone else's property.
8. Tampering with any fire alarms or fire fighting equipment.
9. Engaging in improper social conduct
10. Leaving campus without permission from the Dean, administration, or person on duty.
11. Tampering with or removing screens from windows.
12. Use of tobacco products.
13. Fighting.

## **Severe Offenses**

Experience has taught that there are some practices which should not be found in Christian schools. Since Harbert Hills Academy would not knowingly receive a student who offends in these practices, the first major offense of any of the following could result in severe discipline.

1. Possessing or using illegal drugs, alcohol, or narcotics in any form or furnishing them to others.
2. Using, handling, or possessing weapons, air pistols, firearms, or other explosives at school or while on school functions.
3. Theft of any kind on a major level, on or off campus.
4. Verbal or physical abuse to any staff or faculty member.
5. Sexual misconduct.

## **Intermediate Social Restriction**

The following social guidelines will precede “Full Social Restriction.”

### **Warnings**

- There could be three (3) warnings before the 1<sup>st</sup> offense is imposed (offenses can be imposed sooner if the situation dictates it).
- There will be one (1) warning between the 1<sup>st</sup> and 2<sup>nd</sup> offense.
- There will be no warning between the 2<sup>nd</sup> and 3<sup>rd</sup> offense.
- The staff issuing the warning will give the warning verbally to the student.
- If the student feels that the incident has been misunderstood, they can ask for the opportunity to offer an explanation.
- The staff member will turn in a written report to the Principal’s Office.

Warnings can be issued for, but not limited to, the following reasons:

- Obvious signs of flirtatious behaviors
- Holding hands
- Talking on the phone without permission to the person in question
- Inappropriate physical contact
- Repeated association between the students in question
- Consistent sitting or standing too close together
- Passing inappropriate notes or items

### **1<sup>st</sup> Offense**

The first offense will result in ten (10) days of social separation of the students involved, which will include, but not be limited to, the following areas: work, classes, hallway, church, small choir trips, and meals in the cafeteria. Students are not allowed to communicate in any way during this time period. At the end of the separation period, the students will have a counseling session with their Dean(s). At that time it will be determined if the social restriction will be removed.

## 2<sup>nd</sup> Offense

The second offense will result in 20 days of social separation of the students involved, which will include, but not be limited to, the following areas: work, classes, hallway, church, small choir trips, and meals in the cafeteria. Students are not allowed to communicate in any way during this time period. At the end of the separation period, the students will have a counseling session with the Principal. At that time it will be determined if the social restriction will be removed.

## 3<sup>rd</sup> Offense

The third offense will result in thirty (30) days of social separation of the students involved, which will include, but not be limited to, the following areas: work, classes, hallway, church, small choir trips, and meals in the cafeteria. Students are not allowed to communicate in any way during this time period. At the end of the separation period, the students will have a counseling session with the Principal and their parents. At that time it will be determined if the social restriction will be removed.

If students are in violation during any of the three offenses the social separation period can be extended with no break.

If social status is broken during the 3<sup>rd</sup> offense, Full Social restrictions or a higher penalty could be imposed.

## **Full Social Restriction**

Once students go beyond the 3<sup>rd</sup> offense of Intermediate Social Restriction, or if a situation is severe enough to warrant, they will be placed on Full Social Restriction. Before being placed on Full Social Restriction the students will come before the Discipline Committee. Full Social Restriction will result in social separation until the end of the school year. Social separation will include, but not be limited to, the following areas: work, classes, hallway, church, small choir trips, and meals in the cafeteria. Students are not allowed to communicate in any way during this time period. At the end of the separation period, the students will meet with the Discipline Committee. At that time it will be determined if the social restriction will be removed.

## **Cheating**

- 1<sup>st</sup> offense: The student will be given a zero on that assignment. Parents will be contacted and the student will be removed from any office they may hold.
- 2<sup>nd</sup> offense: The student will receive a zero on that assignment.
- 3<sup>rd</sup> offense: Mandatory parent-teacher conference, and the student will forfeit all grades in that subject for that semester.
- 4<sup>th</sup> offense: The student will be expelled.

# WHAT TO BRING

Please label and mark personal items. We are not responsible for lost/stolen items.

1. Bedding
  - pillow
  - 3-4 pillow cases
  - 3-4 sheet sets for a 36-inch twin mattress
  - 2 blankets
  - 1 bedspread
2. 2-3 Towels and Washcloths
3. Personal Hygiene Items
  - soap/body wash
  - shampoo/conditioner
  - other hair care products
  - deodorant
  - shoe polish
  - feminine products
4. Waste Basket
5. Bedside Rug
6. Alarm Clock-no radio
7. Reusable water bottle
8. King James Version of the Bible
9. Clothing
  - Sabbath clothes and shoes
  - school uniform and shoes
  - appropriate town trip clothing
  - recreation clothes and shoes
  - bathrobe and slippers
  - coat and shoes for winter
  - umbrella/rain coat
10. Dictionary/Translator
11. Flashlight/batteries
12. Laundry Supplies
  - soap/detergent
  - fabric softener
  - dirty clothes hamper
  - laundry basket
  - stain remover
13. School Supplies
  - calculator
  - pens/pencils
  - erasers
  - notebooks
  - paper
  - 3-ring binder(s)
14. Clothes Iron
15. Sleeping bag



# WHAT NOT TO BRING

Experience has proven that certain items are a detriment or direct hazard to the school. The following items are considered detrimental to good study habits and sound spiritual growth. They will be confiscated and not returned to the student or the parent(s)/guardian(s). In addition to confiscation there may be community service, a fine, or other penalty.

1. Radios/alarm clocks with radios
2. DVD/Blu-Ray players and discs
3. MP3/MP4 players/iPods
4. Television sets
5. Other audio-visual equipment
6. Computer games
7. Other types of electronic games-wii, playstation, x-box, etc.
8. Board games/card games/cards
9. Novels/comic books
10. Matches/lighters
11. Candles/oil lamps/incense
12. Sun lamps
13. Grills
14. Flammable fluids/chemicals
15. Small appliances including, but not limited to: toasters/sandwich makers/popcorn poppers/microwaves/coffee pots, frying pans/hot plates
16. Heating units (see Dean for approval)
17. Firearms/fireworks/bb guns/water guns/airsoft guns
18. Electric guitars/drum sets
19. Knives/swords
20. Cell phones
21. Two-way radios/pagers