HARC POLICIES AND CONTRACT
2026-2027

STUDENT PERFORMANCE

1. Students are to complete all homework as assigned specifically by the instructor with no modifications by the parent or student. Each assignment is to be turned in on the date that it is due as specified by the instructor.

2. Late assignments will not be accepted unless the instructor makes a special arrangement.

3. Students are expected to do their best on all work as well as manage their time in order to allow ample time for completion of assignments.

4. Students who perform below 80% or at a C level will be placed on probation. Parents will be notified by the instructor and a parent, teacher, student conference will be scheduled. The student will be given one month to improve and during the probationary period, the instructor, parents, and student will communicate weekly. Tutorial arrangements may be strongly suggested to the parents at this time, and parents will be responsible for all costs involved with this action. If the student continues to exhibit poor performance, he or she may face dismissal from the class.

INSTRUCTOR/PARENT RESPONSIBILITIES

Instructor	Parent
1. Assigns numerical score for class assignments	1. Translates score to letter grade for transcript
2. Is responsible for classroom instruction, policy and evaluation of student's work	2. Holds student accountable for class work
3. Grades papers and exams	3. Monitors exams and assignments as requested by instructor
4. Provides syllabus and communicates any special concerns to parents	4. Enforces the assignment completion on syllabus. Communicates any concerns and addresses those of the instructor
5. Meets weekly in the classroom with student	5. Helps student pace him/herself over the course of the week or daily to complete all assignments on time
6. Is the authority in the classroom during class time	6. Is the authority of the school at home and supports the instructor's authority in the classroom by encouraging the student to complete assignments and to approach the instructor with questions
7. Offers help with assignments for 15-20 minutes outside of class time. Any additional needed time is considered "tutoring" at a standard fee of $40/hour.	

ABSENCES

1. Attendance is taken at each class. Promptness to class is imperative and tardiness will be noted along with absences.
2. Excused absences include illness or a death in the family or mission trips. Anything outside of this is at the discretion of the instructor. Instructors are to be notified as soon as possible prior to the absence or just after an illness. Plans for make-up work will be made between student, teacher and parent.
3. Two unexcused absences are allowed during the school year. Work that will be missed is still expected to be completed and turned in for grading, either before the absence occurs or at least by the date it is due. Students are solely responsible for obtaining assignments and communicating with the instructor about the absence and the assigned work that will be missed.
4. Conditions of receipt of missed work are left to the discretion of the instructor.

ASSESSMENTS AND GRADES

1. Tests are to be administered by the parent at home unless otherwise instructed. The parent is to be present during the test and within visible range to monitor the testing procedure.
2. Instructors will maintain records of all grades which will be reported to parents at the end of each semester. Since HARC classes are supplementary, it is the responsibility of the parent to assign semester and yearly grades.

CHEATING AND PLAGIARISM

Neither cheating nor plagiarism is allowed. A first offense will be discussed with the parent and student without receipt of a grade on the assignment involved. A second offense may result in student expulsion from HARC and denial of future enrollment.

STUDENT BEHAVIOR

1. Any teasing, horseplay, disruptive talking, inappropriate conversation or rudeness will not be tolerated. Repeat offenses will be brought to the parents' attention. Students are not to wander around the property, abuse the lavatory facilities, use the kitchen, hang out of windows, or use the library without permission. Lack of compliance will result in dismissal.
2. Any student showing disrespect for any HARC instructor or Shepherd's Church staff member may be dismissed by HARC without a refund.

CAMPUS POLICIES

1. Since The Shepherd's Church graciously provides the facilities for HARC to hold classes for homeschoolers, each student is expected to respect all property on campus. Use of any property such as telephones, computers, copiers, sound equipment, instruments or any other resources is strictly prohibited without first obtaining proper permission. Students are not to lounge, sleep or put feet on any stuffed furniture which includes the sofas and chairs in the connectors.

2. HARC participants must enter by the covered entrance between the Worship Center and the Family Center which is the west entrance (also called door number 10). Classes are held in the Children's Center and Student Center.

3. HARC is a ministry of The Shepherd's Church and operates under the policies and Statement of Faith of the church. Parents and students who attend HARC are strongly encouraged to visit the church website, www.shepherds.org , and read the Statement of Faith so that they will understand the Christian perspective and worldview from which we operate. Please note that all instructors agree to these policies and statements.

4. Once students are on campus for classes, they must remain so until they are finished for the day. Students are strongly discouraged from leaving campus in between classes. If a student must leave campus and return, a signed note from the parent must be given to an instructor on the first day of class which is kept on file.

5. Students will have a place for lunch between 11:45 – 12:20. This area is a study hall before and after lunchtime. Thorough cleaning of lunch trash is expected or lunch privileges will be suspended.

6. Teachers will inform students of their policy concerning food and beverage in the classroom. No nut products are allowed in the Children's Center wing due to children with nut allergies who attend on Sundays.

7. Students who are on campus but not in a class must be in the study hall room. This is a totally quiet space conducive for academic work. **Talking is not allowed**. If misbehavior occurs, a monitor will be hired at parents' expense.

8. As per the Student Ministries Community Covenant the following guidelines will be in place:

- Abstinence of public and private displays of affection on campus
- Possession and or use of tobacco or vaping products are not allowed.
- Possession of any edged weapon or firearm, or any likeness of any firearm capable of firing projectiles, are not allowed without prior permission. Fireworks are also prohibited.
- Violations of these can lead to dismissal from the program.

ATTIRE

DO NOT WEAR:

- short tops or low-rise bottoms that expose skin around the middle area
- spaghetti straps or skimpy tank tops (minimum 2" shoulder strap width)
- sagging pants
- exceptionally tight or revealing clothing
- Very short shorts

The instructor is responsible for determining whether attire is appropriate or not. Parents will be notified of any violation and the student may be asked to change or wear a lab coat all day. No open-toed shoes are allowed in science labs. Solutions and materials are used in labs that can stain or ruin clothes so dress accordingly. Lab coats will be provided.

FORMS ON FILE

Each student must complete and sign/agree to the Medical Release Form and Parent/Student Contract in the registration.

PAYMENT

Families who have not paid full tuition for all classes will lose their right to participate in HARC. Students will be suspended, and grades will be withheld until full payment is received and recorded.

No Refunds will be given after July 15 even if students are registered late. Payments must be in full at the time of late registration upon approval of the instructor and director.

DROP AND ADD FOR CLASSES

Prior to July 15, classes may be changed allowing for a transfer of fees to the new class. After July 15, this cannot take place. Also, classes dropped after July 15 will be so with no refund. Added courses must be with the permission of the Director and Instructor at the normal fee.

AUDITING
Since HARC classes are core courses necessary for graduation, auditing a class is not an option.

CONTRACT (you electronically sign this when you register your student)

I have read and do fully understand all policies stated above and on previous pages of this document. I do agree to uphold them to the best of my ability.

PRINT CLEARLY IN CAPITAL LETTERS:

Name of Student_____

Student signature_____ Date_____

PRINT CLEARLY IN CAPITAL LETTERS:

Name(s) of Parent(s)_____

Parent signature _____ Date_____