

Harbert Hills Academy

WHERE HARD STERN BATTLES ARE FOUGHT WITH SELF



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History and Philosophy

Harbert Hills Academy (HHA) 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 (SDA) Church. It is the goal and objective of HHA to offer an SDA Christian education to all its students, with balanced emphasis on the spiritual, mental, physical and moral development of each student. The staff and founders believe that each student must be prepared to function as a willing and able worker in the cause of Christ, fulfilling the gospel commission to proclaim the good news of salvation around the world. It is also their goal to achieve this.

Throughout this bulletin several quotations appears 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.

Mission Statement

The mission of Harbert Hills Academy is to improve the lives of people in its surrounding community, its nursing home, its staff, and its students, accomplished through mutual contacts and service, through the instruction of Gods word, and through the council given to education by Ellen G. White.

Classification

“This school is classified by the Tennessee Department of Education as a “Category W Church-Related School” and is exempt from accreditation requirements per TCA 29-50-80 1. As such, students transferring to public or accredited private schools may be subject to testing for grade level placement [or to determine what credits will be accepted in the case of high school students]. Students graduating from Category W schools, although often accepted at colleges and universities may also be subject to additional testing requirements in order to be accepted.”

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 behavior or scholastic problems. Send or phone your request for an application kit:

Admissions Director
Harbert Hills Academy
3575 Lonesome Pine Road
Savannah, TN 38372
901-925-3098

Registration

All students will register on the dates indicated on the school calendar and begin their work with the regular classes at the opening of the school year. Anyone who registers more than two (2) weeks late for either semester will be permitted to carry full work only at the discretion of the faculty.

Admissions Process

1. Complete the application blank carefully and accurately.
 - a. Attach a small photo of yourself
 - b. Give the three enclosed recommendation forms to principal, teacher, work supervisor, or other appropriate person. (No relatives please.)
 - c. Fill out the Student Self Evaluation.

2. Harbert Hills Academy will request transcripts from the school last attended.
3. **Your application will be considered as soon as all of the following items are in:**
 - a. Application blank
 - b. Picture
 - c. Transcripts
 - d. All recommendations
 - e. Student Self Evaluation
4. If a personal interview is not required, a letter will be sent from the principal's office notifying the applicant of his/her acceptance and the date the student should arrive on our campus. The student must at that time bring the entrance fee, a copy of their social security card and birth certificate along with the medical treatment consent form, school entry medical exam form, immunization records, and any medical insurance documentation.
5. Since the processing of a new application 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 children.

Reapplication Procedure

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

In addition, each year students desiring to return to school the following year must fill out an "Application to Continue" form and submit it for consideration before May 1 of the end of the current school year.

FINANCES

Work Scholarship Program

In an endeavor to assist families who are desirous of obtaining a well rounded Christian education (scholastic, job related, and spiritual) Harbert Hills Academy operates a work study program. This program blends various campus industries and vocations into the educational process, which results in significant benefit to the student and family financially and academically.

By applying for entrance into HHA, the student pledges to work during the summer and the school year. This includes village students as well as dorm students.

Funds from this program are applied to the students account and are not redeemable in cash, as is also true of earnings from vocational work training.

With the student working, parental financial support, and scholarship assistance, this helps the family to obtain an education for their children at a reasonable cost.

This program requires a minimum of six weeks work in our summer program and two semesters work during the school year. It is possible to obtain a larger scholarship via additional effort on the student part.

Work scholarships will be awarded based upon the students grade, which is determined by effort~ deportment, cooperation, general attitude, helpfulness, etc., and time spent in the program. The scholarship will be awarded on a monthly basis.

Worthy Student Scholarships

In order to determine the amount of worthy student scholarship available, fill out the financial aid application and send to Harbert Hills Academy. **This aid will be applied to the student's account on a monthly basis when the parent portion is paid for that month.** If the parent portion is not paid in the month due the financial aid credit for that month will be forfeited.

Discounts

A 3% discount is given on the parent portion when it is received by the 5th day of the month due.

Notes

- 1. If the student account is not current at semester test time,, the student will not be allowed to take the semester exams.**
- 2. Entrance and processing fee is to be paid upon students arrival and is nonrefundable.**

SUMMARY OF PROGRAM CREDITS AND FEES

FEES	Dorm	Village
Complete Program	\$10,000	\$6,500

CREDITS

Work Training Credits

Students are credited at \$5.25-\$7.00 per training hour depending on the students work training and attendance evaluation.

Work Training Hours	Minimum	Maximum
Summer	240	400
School Year	600	900
Total	840	1300 hours

Work Training Credits

Credit Rate for;	840 hours	1300 hours
5.25/hr	\$4,500	\$6,800
6.00/hr	\$5,100	\$7,800
7.001hr	\$6,000	\$9,100

SCHOLARSHIPCREDITS

Student and family need is the basis for distributing available worthy student scholarship funds. The scholarship can range from \$0 to \$2000.

PARENTPORTION

Parents are responsible for the remaining balance after students have received the work training and scholarship credits.

EXAMPLS

Work credits	\$5,000	\$6,000	\$7,000	\$8,000	\$8,500
Scholarships	\$0	\$ 500	\$1,000	\$1,500	\$1,500
Totals	\$5,000	\$6,500	\$8,000	\$9,500	\$10,000
Parent Portion	\$5,000	\$3,500	\$2,000	\$ 500	\$0

PAYMENT

The first \$300 of the parent portion is due when the student arrives on campus. This \$300 is a Non-Refundable processing fee. The remainder of the parent portion is divided into nine or ten equal payments. If estimated work hours or hourly wage is not attained by the student, the parents are responsible to pay the difference in cash. **Before final tests can be taken all parent payments must be up to date or proper arrangements made with the business office.**

ACADEMIC AND VOCATIONAL

Graduation Requirements:

3 Units in Social Studies, which will include American History, American Government and World History.

4 Units in English

4 Units in Bible, I for every year in a Christian School.

2 Units in Science and 3 units in Math OR

3 Units in Math and 2 units in Science

1 Unit in Health or Physical Education

2 Units in Gardening

1 Unit in Vocational

1 Unit as an Elective

1 Unit in Work Experience

1 Unit Choir (1/4 Unit per year)

Total of 23 credits required for graduation

Course of Study

Freshman:

Subjects	Units
Religion-I	1
English-1	1
Pre Algebra	I
Health & Phys. Ed	I
World History	I
Gardening	I
Work Experience	1/4

Junior:

Subjects	Units
Religion III	I
English III	I
Geometry	I
American Government	I
Elective	I
Gardening	I
Work Experience	1/4

Sophomore:

Religion II	1
English II	I
Elective	1
Biology	1
Algebra	1
Gardening	I
Work Experience	1/4

Senior:

Religion IV	I
English IV	I
American History	I
Chemistry/Physics	I
Gardening	1
Electives	2
Work Experience	1/4

Electives

General Math	I	Computer Applications...	I
Keyboarding	I	Auto Body Repair	I
Bookkeeping	I	Spanish	1
Physics	I	Voice	1/4
Chemistry	1	Piano	1/4
Geography	I	Band	1/4
Woodworking	I		
Art	I		

Vocational Electives

1. Auto Body/Auto Mechanics
2. Certified Nursing Assistant (C.N.A.)
3. Food Service
4. Electronics
5. Radio Broadcasting
6. Agriculture & Landscaping
6. Medical Missionary
7. Restoration

Grading System

A - 95 - 100	C - 77 - 86	F - Below 70
B - 87 - 94	D - 70 - 76	1 - Incomplete
W.F. - Withdrew Failing	W.P. - Withdrew Passing	

Grade Reports

Grade reports are issued to the parents or guardians and to the students after the close of each school period of nine weeks. All semester grades are recorded by the school on the students permanent record.

Progress Reports

Progress reports are issued to the parents or guardians midway through each grading period, to keep them aware of student behavior and attendance in and out of the classroom.

Correspondence

Any student wishing to take correspondence work or summer school courses should submit a written request to the principal's office prior to applying for such work. Except under unusual circumstances, permission will not be granted to take those courses that are offered by the school. Correspondence courses taken during the summer must be completed before registration at the beginning of the fall term. Students will not be admitted to the class standing to which the work would entitle them until the work is completed and a transcript is in the registrar's office.

Dropping Classes

Only elective courses may be dropped. This must be done in the first four weeks of the semester; otherwise an "F" will issued for that class.

When request is made to drop a class, the student must receive approval from parents or guardian, teacher and principal.

Incompletes

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 should be made up within the first four 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 \$2.00 fee will be charged for each additional transcript.

A transcript will not be issued if the student has an unpaid bill at the Academy.

ACADEMIC PROBATION: COMPLETE

Any student with below “C” 2.0 G.P.A., for any 9 week grading period, will be on complete academic probation.

RESTRICTIONS

Restricted from selected free-time activity.

(Basketball - Football - Soccer, etc.)

Any requests for special outings must not interfere with regular and/or extra study hours. Included are special leave requests, town trips or any off-campus visiting.

Participation in Girls and Boys Club activities.

Participation as officers will be restricted or if you presently hold any office you will be put on Academic Suspension.

Students will only be allowed to go home for special holidays or summer vacation.

Special Holidays Thanksgiving Christmas break Spring Break

Possible Social Restrictions: If there is any indication that students failing grades are due to relationships, that relationship will go on social status.

ACADEMIC PROBATION: PARTIAL

Any student who has received an “F “ in any subject, regardless of G.P.A.

RESTRICTIONS

*Special leave requests will be considered only when written consent is provided from instructor in failing class.

VOCATIONAL AND WORK TRAINING PROGRAM

“Daily, systematic labor should constitute a part of the education of the youth. Much can be gained by connecting labor with schools. In following this plan, students can leave school with strength and courage to serve in any position in which the providence of God may place them.” (*Fundamentals of Christian Education*, p.44).

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

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

Work Program

Because Harbert Hills Academy operates a Nursing Home where many of the students work, and because it is necessary for the nursing home to operate seven days a week during the entire year, vacations included, it will be necessary for students to work Sabbath shifts and portions of vacation time. Students will normally be scheduled for a Sabbath shift every other weekend. A real effort is made to allow students to leave during at least a part of Christmas vacation, but students will need to adjust their leaves and vacations to fit the work requirements.

If a student owes a balance and wants to leave school for the entire summer, the balance must be paid in full prior to leaving, and the student must reapply in order to be reaccepted.

“The demands upon God are even greater upon the Sabbath than upon other days. His people then leave their usual employment, and spend the time in meditation and worship. They demand His special attention. They crave His choicest blessings. God does not wait for the Sabbath to pass before He grants these requests. (Desire of Ages,, p.207).

“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 event of a problem involving work, the student should not hesitate to go to their work supervisor to resolve the problem. If they are not satisfied, they should go to the principal who will talk to the supervisor alone, and then with the supervisor and student together. These steps are to be as follows:

1. Student to work supervisor
2. Student to principal
3. Student, work supervisor, and principal.

STUDENT SERVICES

Medical

At times it becomes necessary to take a student to the doctor and to purchase medicine for him/her. Inasmuch as the school does not have a cash reserve to take care of these doctor and druggist bills, the bills will be sent to the parents. **These bills must be paid promptly.** An alternative would be to leave \$75.00 with the school business office to be used for such purposes. You would be advised when any of this money is used and for what purpose, so that the fund could be replenished. Any balance would be returned at the time the student leaves school. Except in emergencies, all medical and dental care is to be done on school leaves.

School Insurance

Harbert Hills Academy carries Workmans Compensation 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 call through the business office to get in touch with a student. The number is (90 1) 925-3098. A student can also be readily reached by calling his or her deans residence where telephones are provided.

Boys Dorm - (901) 926-3456

Boys Deans Residence - (901) 925-6686

Girls Residence - (901) 925-1885

Any student making long distance calls and charging them to any unauthorized number, will receive a fine, pay for calls made, and possibly lose telephone privileges for a period to be determined by the dean.

Town Trips

Students should plan to get the items they need during scheduled town trips. All scheduled town trips are free, but each student is required to have a minimum of five (5) dollars in order to be allowed to go. If a student has less than five dollars, that student may ask another student to make purchases for him/her.

If a student should have needs arise between town trips, they may put items on the town list. If a student needs to go to town for medical reasons the school will provide transportation, but a town trip mileage fee will be charged to the student. If a student requests to go to town with a staff member who is going, there will be a charge of two (\$2.00) dollars and the student must have at least \$5.00 cash.

Food Service

“The relation of diet to intellectual development should be given far more attention than it has received. Mental confusion and dullness are often the result of errors in diet.

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 be trusted.” (Education, p. 204, “Diet and Mental Development”).

Flesh foods and **caffeinated** drinks are not served and may not be brought into the cafeteria. Students are not permitted to purchase any flesh food products, or **caffeinated drinks** on town trips. Also, experience has shown that food sent to the students, especially foods containing high amounts of refined sugar, candy, cakes, cookies, etc., tend to cause irregularity in eating which may injure health and reduce physical and mental efficiency. Therefore, parents are urged not to send foods to the students, with the possible exception of dried fruit, nuts or fruit juices.

Harbert Hills Academy serves a wholesome vegetarian diet, including whole wheat bread baked in the cafeteria and fresh produce from the school garden. To strengthen the student's health of mind, body, and character we have chosen not to use eggs, dairy products, vinegar, irritating spices and large amounts of sugar.

“Grains, fruits, nuts, and vegetables constitute the diet chosen 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 and endurance, and a vigor of intellect, that are not afforded by a more complex and stimulating diet.” (**Ministry of Healing, p. 236**).

Cafeteria Conduct

It is expected that Harbert Hills Academy students shall conduct themselves as ladies and gentlemen while in the cafeteria. In the event that inappropriate behavior is manifested, any faculty member may ask the student to leave the cafeteria. He/she would be subject to the following actions after warning:

- 1 . First offense: Two days' loss of cafeteria eating privileges. The dean or an appointed person is to obtain a sack lunch and take it to the student in his/her room for each meal.
2. Second offense: A one-week loss of cafeteria privileges. The dean or an appointed person is to obtain a sack lunch and take it to the student in his/her room for each meal.
3. Third offense: The student is to appear before discipline committee.

Inappropriate behavior: Examples include but are not limited to -- throwing or pouring water, soap suds, food or liquids, salt, etc., on the tables or on each other. Being loud and boisterous to the effect that others dining in the cafeteria are disrupted. Failing to obey any instructions given by staff or faculty while in cafeteria and going behind service counter without permission.

NOTE: No food is allowed to be taken out of the cafeteria without permission. This constitutes stealing and will be dealt with as such.

Transportation of students

Students will be transported by Harbert Hills Academy staff member or spouses, using school or personal vehicles only when covered by basic liability and medical insurance.

Anyone transporting a student other than Harbert Hills Academy staff or the students parent or guardian must be approved by parents or guardians and carry basic liability and medical insurance.

***Except for special school functions, any students requesting to spend the night off campus must first have in writing their parent's or guardian's consent and school approval.**

RULES & 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 this bulletin.

Furthermore, the faculty reserve the right to announce changes in policies outlined in this bulletin as necessary. All rules and principles of conduct remain in force as long as the student is a member of the school family or resides in our dorms, vacations included.

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 ideals of our youth. We also believe that boys and girls should be taught habits of propriety in the company of the opposite sex. Therefore, Harbert Hills Academy attempts to make abundant opportunity for supervised “group association” but make no provision for special friendships, dating, going steady, etc., in our school program.

Our goal is to insure that our young people focus completely on their academic, vocational, and character training instead of being distracted by negative relationships. Positive friendships that will enrich their lives are encouraged.

Our views are based 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.” **(MYP, 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 depths of disobedience and dissipation to which at one time they would have thought it impossible for them to sink.” **(MYP, p. 414).**

“My sisters, avoid even the appearance of evil. In this last 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 an exalted profession, to cherish the precious, priceless, gem of modesty. This will guard virtue...” **(LT, p. 458).**

“We have labored hard to keep in check everything in the school like favoritism, attachments, and courting. We have told the students that we would not allow the first thread of this to be interwoven with their school work. On this point we are as firm as a rock. I told them they must dismiss all ideas of forming attachments while at school. The young ladies must keep to themselves, and the young gentlemen must do the same.”

“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**).

The Lord has made very clear the responsibilities that all S.D.A. 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, not each other.

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.

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

NOTE: Any student at Harbert Hills Academy who becomes engaged will be dismissed, forfeiting all grades. Any student seeking to attend Harbert Hills who is engaged, married, pregnant, or who has children, will not be admitted.

STANDARDS OF DRESS

“Our appearance in every respect should be characterized by neatness, modesty, and purity.”

Ellen G. White, TESTIMONIES, vol. 6, p. 96.

“And be not conformed to this world; but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.”

Romans 12:2

“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.”

Ellen G. White, EVANGELISM, p. 672.

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

The school administrators are the final authority in interpreting the dress policies. All students, dormitory and community, are to comply with the dress policies when on campus or when participating in school functions. The dean has the authority to confiscate anything that does not follow the guidelines.

All clothes shall be free of rips, tears, and holes. There will be no logos, symbols, pictures, etc., representing a life-style contrary to the beliefs of the Adventist Church. T-shirts are allowed only for recreational, free-time activities and certain work assignments.

Loose-fining knee pants that cover the knee may be worn for certain activities at the discretion of the dean. Knee pants may not be worn for general campus attire, for work duties, for town trips, to the cafeteria or to the administration building, or for Sabbath afternoon activities.

For occasions such as canoe or boat trips, camping trips, or picnic outings where there may be water activities, dark T-shirts and dark knee pants must be worn by both boys and girls while swimming.

BOYS' DRESS

Church and Friday Vespers

Coordinating dress slacks, shirts, ties, and dress shoes are required. Dress coats or sweaters are required at church, optional at vespers. NO turtlenecks.

Sabbath Lunch

Church attire with tie properly worn.

Sabbath Hike

Dress is to be the same as school dress, except T-shirts may be worn.

School, Cafeteria and Chapel

Slacks or jeans and shirts with a collar are to be worn. Approved may be worn outside as long as they are buttoned up, shirts with tails must be kept tucked in trousers at all times. The slacks or jeans must be loose fitting and free of holes. All pants worn must be the proper size to fit the individual wearing them. The waistline on pants must be worn above the hipbones. If pants have belt loops, then you must have a belt on. Collared shirts, if a button up style, must be buttoned completely up to the top two buttons. Shirts with hoods may not be worn to classes or worship services. Socks and shoes must be worn to all classes. Hooded shirts are not a substitute for collared shirts.

RECREATION

Jeans or slacks with appropriate shirts may be worn. NO warm-up pants or parachute pants are allowed. Shirts MUST have sleeves. NO tank tops or cutoff sleeves are allowed. Loose fitting knee length pants that cover the knee may be worn at recreation times but not for general campus attire.

Swimsuits shall be modest loose-fitting trunk-style suits. Regulation recreational dress must be worn. to and from the swimming pool.

HAIR

Hair should be cut so ears are exposed.

Hair should not be hanging over the face so as to cover the eyes.

Faddish or worldly cuts are not acceptable.

No designs are allowed.

Braids are not allowed.

Hair length should not go beyond the nape of the neck.

Hair should be trimmed on a regular basis

Perms are not allowed

No bleaching, dying or coloring of hair is permitted -No shaving of heads

HATS/CAPS JEWELRY

Hats or caps are not to be worn. in any campus building or to church.

No jewelry of any kind may be worn. Necklace key chains not allowed.

GIRLS'DRESS CODE

NOTE: Any UNACCEPTABLE items will be confiscated.

1. Hats - Dress hats should be simple and tastefully coordinated with the outfit. Sport caps should reflect conservative Christian values, and are only to be worn. at recreational times.
2. A. Hair should be kept clean and neat.

- B. Hair is not to be dyed or bleached.
 - C. Hairstyles should look as feminine, natural and attractive as possible, without following after worldly fads.
 - D. Hair is not to be hanging down over the face.
 - E. Hair should not be longer than the waist for purposes of health and bathroom plumbing.
 - F. False hair of any kind is not to be worn, except in cases of loss of hair for medical reasons.
3. Makeup - Moisturizing creams and uncolored chap-sticks may be used. Eyebrow pencil, eye shadow, mascara, blush, foundation creams, and lipstick are not to be worn.
 4. Necklines - Garments should be no lower than two inches from the collarbone in front, and four inches from the neck bone in back. They should extend no further than halfway across the shoulder on either side.
 5. Sleeves - Extra short sleeves or cap-sleeves may not be worn. Sleeves are not to be of sheer material. The underarms are to be covered by the sleeves. Spaghetti straps and sleeveless clothing are unacceptable.
 6. Fabric - Clothing fabric may not be of sheer material, neither may it be gaudy or showy, slinky or clingy.
 7. Styles - Clothes should be modest in style, without exposing (either through bare skin or snugness) any part of the torso.
 8. Length - The length of dresses and skirts all the way around the bottom shall be of sufficient length and fullness to cover the knee completely whether sitting or standing.

“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.”

Ellen G. White, TESTIMONIES, vol. 1, p. 464.

9. Slits - Front and back slits in skirts and dresses are not to expose any part of the knee (front or back) at any time. Skirts or dresses with buttons down the front or back are to be completely buttoned. If this restricts the stride, the garment is unacceptable.
10. Clothing is not to be form fitting, neither should it be excessively baggy, giving a sloppy appearance. Skirts and dresses should allow for at least two “spare” inches on both sides at the hips and thighs.
11. Slips should always be worn with dresses or skirts. Full slips or camisoles should be worn when necessary.
12. Stockings - Socks or hose (either regular hose or knee-hi hose) are required to be worn to school, chapel, vespers, and church.. Hose with designs are unacceptable.

“Women should clothe their limbs with regard to health and comfort. Their feet and limbs need to be clad as warmly as ments.11

Ellen G. White, TESTIMONIES, vol. 1, p. 459.

13. Shoes should be modest and comfortable. High heels for church and special occasions are to be no more than 2 1/2 inches high.

14. Jewelry - Fancy hairclips, hair weavings, necklaces, chokers, bracelets of any kind, finger rings, nose rings, earrings, and ankle bracelets, are all considered jewelry and may not be worn. Simple brooches may be worn when used to clip a scarf in place or to pin the collar of a dress or blouse. Fancy brooches for decoration are not acceptable.
15. Shorts - Shorts may not be worn.
16. Knee pants - Knee pants which completely cover the knee when sitting and standing, are acceptable for certain recreation times.
17. Pants - Pants should be modest and not tight fitting. They may be worn for recreation times with tops as described below. (***When off duty, pants can be worn in designated areas.**)
18. Tops & T-shirts are unacceptable for classroom, chapel and church attire. Tops worn with pants are to be loose-fitting and reach to the cup of the hand when standing with arms straight down
19. Accessories - Belts, scarves, etc., are to be modest and attractively coordinated with the outfit. Belt buckles and scarf pins are to be simple, not showy or gaudy.
20. Vests and Jackets - Vests and jackets are to be modest and well coordinated with the outfit.

FRIDAY NIGHT VESPERS

Appropriate dress or skirt and blouse outfits.

SABBATH SCHOOL-CHURCH-DINNER

Nice dress or skirt and blouse outfits. **NO** denim.

SCHOOL

Dresses or skirt and blouse outfits.

RECREATION

Slacks or jeans with long tops, (No warm-up pants) Knee pants with long tops or skirts and blouse as may be appropriate.

PENALTIES FOR DRESS CODE VIOLATIONS

First Offense

- a. Student will be sent home or to the school closet to change into something suitable.

Second Offense

- a. Student will be sent home or to the school closet to change into something suitable.
- b. \$15.00 fine to be taken from incentive

Third Offense

- a. Student will be sent home or to the school closet to change into something suitable.
- b. Item will be confiscated
- c. \$25.00 fine
- d. I-DAY OF I.S.S.

Fourth Offense

- a. Student will be sent home or to the school closet to change into something suitable.
- b. \$35.00 fine to be taken from incentive
- c. Item will be confiscated
- d. Mandatory parent/principal conference

Fifth Offense

- a. Student will be sent home or to the school closet to change into something suitable.
- b. **AUTOMATIC SUSPENSION** (length of suspension to be determined by discipline committee)

NOTE: Any student not willing to turn in the item to be confiscated for the third and fourth infraction will be immediately suspended from school.

GENERAL SABBATH OBSERVANCE

As a Seventh-day Adventist school, Harbert Hills Academy observes the Sabbath from sundown Friday to sundown Sabbath. We prepare for this time by having all rooms and campus areas clean, neat and orderly, and also by preparing the clothing we will wear, before sundown Friday. During this time we require all students not working at the Nursing Home to attend vesper programs, Sabbath School, Church, and other planned activities. 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 such as football, Frisbee, swimming, sunbathing, computer games, bouncing balls, skateboarding, skating, etc. The faculty reserve the right to interpret the nature of the activity. Students engaging in these or other questionable activities may lose the privilege of having and using their “toys” on a temporary or permanent basis, depending on their response to counsel concerning the activity in question.

VISITORS

Visitors are welcome. While on campus each has the privilege of being a member of our school family, and as such will be expected to willingly support all school standards.

In order to monitor who is on our campus, we ask all visitors to check in with one of the deans or the principal.

Students are responsible for informing guests of campus rules. Smoking and alcoholic beverages are not allowed on our campus. No visitors are permitted in the dormitory except by the permission of the dormitory dean or weekend duty supervisor. **Visitors are not permitted to sleep in the dormitory.**

CHAPEL AND CHURCH SEATING

Except for special occasions, boys are to be seated on the right and girls on the left. Both boys and girls, including village students (unless seated with parents), will sit in the first three rows or by seating assignment of the dean.

SICK LIST

If a student is sick, they should report to their work supervisor if at work, or to the dean if not at work. If a student does not report sick to their work supervisor or dean, it will be assumed that they will be present at all required appointments and if they are not, they will be counted absent or tardy. The work supervisor or dean will evaluate the symptoms to determine appropriate action.

If the student requires rest and recovery time, the dean will evaluate day by day, with the counsel of the school nurse or by doctor's orders. During this time, regular meals will be brought to the student in their dorm room, unless the condition dictates otherwise

If the student's symptoms indicate a condition requiring the services of a physician, an appointment will be made at the Thomas Clinic in Savannah, or they will be taken to the emergency room if the situation warrants immediate attention.

OFF CAMPUS VISITING

All off campus visits must be approved by the leave committee.

We make an effort to insure the safety of each student, and to make sure that no student leaves campus without the approval of their parent or guardian. Therefore we ask that when a parent or guardian is requesting any other person to take a student off campus, written permission from the parent or guardian must be received in the form of a fax or letter prior to the student leaving campus.

Students planning to take campus leave with anyone other than parent or guardian, the same rules apply as with **OFF CAMPUS VISITING**.

CAMPUSLEAVE:

Summer leave	2 - 6 weeks vacation for full-time students, based on financial need.
Thanksgiving leave	See calendar,
Christmas leave	See calendar 1st break or 2nd break, depending on scheduling needs
Spring recess	See calendar

Students planning to take campus leave with anyone other than parent or guardian, the same rules apply as with **OFF CAMPUS VISITING**.

For students to receive the most benefits and make the greatest progress in their education, it is important that there be as few interruptions as possible. Students are expected to buy clothes, see the doctor or dentist, etc., before coming or during scheduled leaves, and should not plan to take time from classes and work. Student leaves are not to be more often than every six weeks.

Should a student find it necessary to leave early or come back late from a scheduled vacation, he/she will be charged for the time missed at the rate of \$15.00 for each half day.

RADIOS & CASSETTE PLAYERS:

The use of radios, televisions, or other audio equipment on the campus is not permitted except as may be required for class work.

We recognize that students have varied tastes in music and come from different cultural backgrounds. At Harbert Hills Academy, our standards of music parallel the standards specified in the Bible and by the Spirit of Prophecy. Specific examples of non-acceptable music but not limited to them are the following: secular rock or “gospel” rock idiom, jazz idiom, rap idiom, blues idiom. Such music has a distinct relationship to the permissiveness of contemporary society. Radios or cassette players, or cassette tapes will be confiscated and not returned to the student or parent.

MAGAZINES & BOOKS

Choose your literature carefully! Literature which does not meet the Biblical standards of our school and church is prohibited. Specific examples include but are not limited to the following: pornographic type magazines, novels, comic books, materials dealing with or specific to the occult~ violence, or fiction. Any nonfiction material should uphold the Biblical standards also. Specific examples include but are not limited to the following: no swearing, no degrading language with perverted or sexual overtones. Any reading material that is doubtful should be approved by the deans.

COMPUTERS/ CELL PHONES

Computers are allowed for educational purposes only. All computers must have all games removed prior to arriving at school. The recording of music onto computers is not allowed. Cell Phones are not allowed.

AUTOMOBILES

No motor vehicles, scooters, motorcycles, go-carts or other forms of motor transportation may be brought to the school or purchased while in school. Except by approval of administration.

E-MAIL

E-mail correspondence is being considered at Harbert Hills. E-mail and connection to the internet for any reason will be allowed only in a supervised situation. If allowed, a student may lose their privileges by inappropriate activity while connected to the internet.

ATTENDANCE

1. Attendance will be recorded and monitored on a YEARLY basis.
2. Attendance will be monitored for classes, worships and chapels, and work.
3. Three unexcused tardies is equivalent to I unexcused absence.
4. Each unexcused absence will be a \$5.00 dollar fine.
5. After six (6) unexcused absences are accumulated the student must move bricks from point A to point B. The student will also receive a \$25.00 fine for the 6th absence.

6. After the second six (6) unexcused absences, totaling twelve (12), there will be a \$25.00 fine and bricks must be moved again. 7. After the third six (6) unexcused absences, totaling eighteen (18), the student will be suspended for I - 2 weeks, and a \$50.00 reinstatement fee must be paid.
8. After returning, the student will repeat the above process and on the final six (6) unexcused absences totaling thirty-six (36), student will be expelled from school, except when consideration is given under extenuating circumstances. (To be reviewed by the acceptance committee).
9. Juniors and Seniors will be allowed one sleep-in morning per week in lieu of morning worship under the following conditions: *Student has no unexcused absences or tardies that week. ***Sleep-in will be on off day only.**

FINES

1. \$5.00 fine for each unexcused absence (3 tardies equal 1 absence) are to be worked off or paid by Friday at 3:00 p.m. If not, student will be restricted from Saturday night recreation.
2. If fine is not worked off or paid by Tuesday of the following week the fine will double.
3. If fine total exceeds \$50.00 parents will be called.
4. If fine exceeds \$100.00 student will meet with the discipline committee.
5. The \$25.00 fine at the 6 and 12 absence total will have to be paid in cash within 1 week.
6. The \$50.00 reinstatement fee must be paid before the student may return to school.

BRICKMOVING

1. Move & re-stack 600 bricks from point A to point B according to specified order.
2. Bricks will be moved only 2 at a time.
3. No other individual may help with brick moving. If anyone is found helping, each individual will take half of the pile (300 bricks) back to the original location.
4. Student will be given 3 days to move the bricks or come before student council.
5. Any student refusing to move the bricks will be suspended.

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 toward a more meaningful acceptance of Christian rates of conduct. However, if a student's progress or conduct is unsatisfactory, or his spirit is manifestly out of harmony with the standards of the school or his 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.

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 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

Other disapproved practices where discipline will be handed out, or where parent conferences may be requested include but are not limited to the following:

- Displaying a detrimental influence out of harmony with the standards of the school.
- Using profane language.
- Gambling, betting, possessing playing cards, or possessing gambling devices.
- Participating in dishonesty of any kind, including theft,
- Cheating, lying or willful deception concerning school or business.
- Engaging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures.
- Failing to conform completely to the stipulations of any discipline which has already been administered.
- Engaging in any type of willful destruction or vandalism of school property or anyone else's property.
- Tampering with any fire alarms or fire fighting equipment.
- Engaging in improper social conduct. (See Social Standards)

- Leaving campus without permission from the dean, administration, or person on duty.
- Tampering with or removing screens from windows.
- The general discipline action plan followed for these type of offenses is:

1st Offense: One day in-school suspension, \$50.00 fine and a five (5) page report.

2nd Offense: Three (3) days dorm bound, \$75.00 fine and an eight (8) page report.

3rd Offense: Mandatory parent-teacher conference, \$100.00 fine and an eight (8) page report.

NOTE: For substance abuse problems such as smoking, the third step in the discipline plan will be a mandatory treatment program before the student can be readmitted to school.

CHEATING

1st Offense: Student will be given a zero on that assignment. A letter will be sent to inform the parents of the offense, and the student will be removed from any office he may hold.

2nd Offense: Whether in the same class or not, the student will receive a zero on that assignment and a two-day ISS (in school suspension).

3rd Offense: the students parents must come for a conference, and the student will forfeit all grades in that subject for that semester.

4th Offense: Student will be expelled.

NOTE: Students will be campus bound until any fines are paid.

WHAT TO BRING

1. Bedding

a. Pillow

b. 3 pillowcases

c. 4 sheets for 36 inch bunk

d. 2 blankets (at least)

e. 1 bedspread

2. Towels and washcloths

3. Personal items

a. Soap

b. Shampoo

c. Deodorant

d. Shoe polish

All Other Necessary Personal Items

4. Waste basket

5. Rug for beside the bed

6. Alarm clock (NO radio alarm)

7. Sufficient clothing a. Sabbath clothes and shoes (coordinating ties for the boys) b. School clothes and shoes c. Work clothes and shoes d. House coat or bath robe and slippers e. Coat and shoes for winter f Umbrella and/or raincoat

8. Drinking cup

9. Bible (King James or New King James for classes)

10. Dictionary

11. Flashlight

12. Laundry supplies (Dirty cloths hamper with top, laundry basket, soap, spot remover, and dryer sheets)

13. Calculator

14. Iron

WHAT NOT TO BRING

Experience has proven that certain items are a detriment or direct hazard to the school. Those considered detrimental to good study habits or sound spiritual growth are the following:

1. Radios
2. Television sets
3. Record, C.D., or tape players
4. Tape recorders
5. Novels
6. Record, audio/video tapes.
7. Game boys, Nintendo, Sega's etc.
8. Matches of any kind
9. Candles
10. Oil lamps
11. Sun lamps
12. Incense
13. Cigarette lighters
14. Grills
15. Flammable fluids or chemicals
16. Poppers
17. Toasters
18. Frying pans
19. Heating units
20. Firearms or fireworks (BB guns & water guns)
21. Electric guitars and drum sets
22. Knives
23. Cell Phones/Two way radios

These items are subject to confiscation, and will not be returned to student or parent.

NOTE: There are washers and dryers in the dorm for use by the students. The students must furnish their detergent and washing supplies. All clothing and belongings must be marked with the student's name. We cannot be responsible for items which are lost or misplaced.

