



VISION

The vision of Haven Academy of Salina, Inc. is to provide an interdenominational option for education that recognizes the preeminence of Jesus Christ as Lord and equips children to reach high levels of academic excellence as well as a high level of preparation to serve the Kingdom of God in whatever form that may take.

MISSION

Our mission is to serve students in a Christ-centered environment by affirming Jesus Christ and challenging students to achieve academic excellence so they can become lifelong learners, critical thinkers, problem solvers, and the leaders of tomorrow.

STATEMENT OF PURPOSE

Haven Academy of Salina, Inc. is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This includes the instruction and training of individuals for the improvement and development of their capabilities through a school that has regularly scheduled curriculum, a regular faculty, and regularly enrolled student body in attendance. No part of the net earnings shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of Haven Academy of Salina, Inc. shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, Haven Academy of Salina, Inc. shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

STATEMENT OF FAITH

We realize that all churches are not in complete agreement on all issues. We, therefore, will not teach or advocate practices that might tend to be divisive. Teachers or staff may express their own beliefs when asked by students, but the teachers will not force their doctrinal beliefs on the students. The

following statements are considered to be the basic tenets on which there should be general agreement. Those who cannot endorse this Statement of Faith are not eligible to serve on the Haven Academy of Salina, Inc. Governing Board, in Administration, or as faculty at Haven Academy of Salina, Inc. We believe the following:

The Bible

The 66 books of the Bible are infallibly inspired by God, and are both inerrant and sufficient for life and every part of Christian life. *2 Timothy 3:16–17, 2 Peter 1:20–21, Psalm 19:7–8*

God

God is the creator of the universe. He is one God and three persons: the Father, Son, and Holy Spirit. He is perfect, eternal, omniscient, omnipresent, creator and ruler of all things. *Genesis 1:1, Deuteronomy 6:4, Matthew 28:19*

Jesus

Jesus is the second person of the trinity, both fully God and fully man. He was born of a virgin, lived as a human, died on a cross, and was resurrected to save His people from sin. *John 1:1, Colossians 2:9, Luke 1:35, 1 Corinthians 15:3–4*

Salvation

Salvation is by grace alone, through faith alone. There is no other way to salvation than through Jesus Christ. Human works do not contribute to salvation. *Ephesians 2:8–9, John 14:6, Titus 3:5, Acts 4:1*

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Haven Academy of Salina's faith, doctrine, practice, policy, and discipline, our Governing Board of Directors is Haven Academy of Salina's final interpretive authority on the Bible's application. *Isaiah 40:8, No teaching, practice, or policy of Haven Academy may contradict the Bible as interpreted by the Governing Board. John 17:17, Hebrews 4:1*

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. Children, from the moment of conception, are a blessing and heritage from the Lord. *Genesis 1:27, Psalm 139:13–16, Jeremiah 1:5, Exodus 20:13*

Sexuality

We believe that God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We believe that any form of sexual immorality (including but not limited to, adultery, fornication, homosexual conduct, use of pornography, cohabitation, rejection of one's biological sex, or other biblically defined forms of sexual

immorality) is sinful and offensive to God. *Genesis 1:26-27, Genesis 2:24 , 1 Corinthians 6:9–10, 18–20, Romans 1:26–27*

Marriage

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. *Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11*

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Haven Academy of Salina.

Doctrinal Integrity Requirement

In order to preserve the faith, mission, and integrity of Haven Academy of Salina, Inc., all board members, officers, faculty, and staff are required to annually affirm in writing their agreement with this Statement of Faith. This annual affirmation shall serve as a condition for continued service or employment. *Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22*

As a Christian religious educational institution, consistent with our religious purpose, mission, and beliefs, Haven Academy of Salina retains the right, to prefer in employment those individuals who affirm, uphold, and live consistently with the Academy’s Statement of Faith and Christian mission. This preference applies to roles and responsibilities that advance the religious mission of the Academy.

NON-DISCRIMINATION STATEMENT

Haven Academy of Salina, Inc. affirms that all people are created in the image of God (Genesis 1:27). In accordance with Internal Revenue Service requirements for private educational institutions and all applicable laws, Haven Academy of Salina admits students 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. Haven Academy does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administered programs.

SCHOOL CONTACT INFORMATION

School Email Address

havenacademyofsalina@gmail.com

Board President

Brad Irvin

Board Secretary

Emily Irvin

Board Co-Treasurer

Kathy Unruh

Board Co-Treasurer

Nicole Ball

Board Member

Margie McGreevy

Board Member

Tyler Adams

Board Member

Juan Redmon

STUDENT ARRIVALS / DISMISSALS

8:20 AM	School Doors Open
8:30 AM	All Classes Start
3:30 PM	All Classes Dismiss

All students are to arrive and prepare for class between 8:20 AM and 8:30 AM. Supervision is not provided before arrival time or after dismissal time.

While we understand that unforeseen circumstances may arise, we strongly advise parents to ensure students are dropped off **by 8:30 a.m.** at the very latest. Late arrivals disrupt the established morning routine, impact the overall classroom schedule, and interfere with the instructional pace set by the teacher for the day. After school, students must remain in the building/with their assigned teacher for their safety until their parent or guardian arrives to pick them up. **If an alternative adult will be picking up a student from school, written or verbal permission must be given to the student's teacher prior to dismissal.** Students must be picked up by an approved adult at the time of school dismissal. Repeated failure to show (of an approved adult) within 15 minutes of designated arrival/dismissal times will result in a \$25.00 fee per incident after 3 consecutive or non-consecutive incidents.

PRIVACY OF STUDENTS INFORMATION

Haven Academy of Salina (HAS) is committed to preserving the privacy of information for students and their families. Access to student records/information is limited to parents and legal guardians. Any individual other than a parent or legal guardian may receive student information **only** with prior written consent from the parent or legal guardian. Such consent must clearly specify the type of information authorized for release and identify the individual(s) permitted to receive the information.

In accordance with state law, the HAS school administrator serves as a mandated reporter and is required to report any suspected cases of child abuse or neglect.

EMERGENCY DRILLS/SAFETY PRECAUTIONS

Emergency evacuation plans are posted in each classroom. Teachers and staff are responsible for the assisting of all classroom students in the event of a building evacuation or in executing tornado safety procedures. It is the responsibility of the student to follow all directions given by adults in emergency situations. Practice drills for various types of emergencies, such as fire, tornado, and other threatening situations, will be conducted periodically. The drill procedures will be explained to staff and students each school year.

Students are expected to immediately notify a staff member if a safety concern arises on the premises. All exterior doors must remain locked at all times, and all individuals are required to enter

and exit the building through the designated entrances of the host church. **Parents and guardians must obtain prior approval before entering the facility during regular school hours.**

CANCELLATION OF SCHOOL

In the event that USD #305 closes due to inclement weather conditions, Haven Academy of Salina will also close, unless otherwise determined by the Administration and/or Governing Board of Haven Academy. The School Administrator or School Board may also elect separately to close due to weather conditions. Closing information will be available by 6:30AM on the morning of cancellation. Please check Haven Academy's Parent Portal, Facebook and Instagram Pages for school closure information.

If a parent or legal guardian considers weather conditions unsafe, he or she may choose to request dismissal of their children. School will be cancelled when significant safety risks have been determined. Makeup days will only be scheduled if more than three (3) days of classes are missed due to closure. In such situations, days such as Presidents' Day or Martin Luther King Jr. Day may be utilized as make-up days. Classes will not be cancelled mid-day except in extreme circumstances. Parents will be notified and teachers will stay with their students until parents arrive to pick them up.

PARENTS AND VISITORS

Parents are a vital part of Haven Academy of Salina, and classroom/lunch visits are encouraged. **Prior arrangements must be made with the classroom teacher for classroom/lunch visits.** All visitors (including parents) must check in/out at the front office. This includes involvement in any school day activities, including but not limited to recess, lunch, and classroom time.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held twice throughout the school year in October and March. Teachers will schedule a conference time with each parent/legal guardian at a mutually convenient time. Communication is dynamic to the success of our students, and we firmly believe in the participation and involvement of the family unit within our school.

SCHOOL NEWSLETTERS

Please forward all pictures, student updates, and information to havenacademyofsalina@gmail.com by the 25th of each month for potential newsletter usage.

CHANGE OF ADDRESS

Parents must report any changes of address, telephone number, email, etc. immediately to the school, in writing via email. This will ensure the school's ability to contact parents in case of an emergency.

TELEPHONE CALLS

It is our priority to help our students have undisturbed classroom days. Should it be necessary for a student to receive a message, the school administrator will contact the teacher who will in turn give the message to the student. If a parent needs to speak to a child's teacher, a message will be given to the teacher to return the phone call at his/her earliest convenience.

COMMUNICATION DEVICES

Students who bring communication devices to school must leave them in their backpacks on silent mode. Permission must be obtained from a teacher before any student can utilize said communication device. If used without prior approval from a teacher, the device will be confiscated and returned directly to the student's parent or legal guardian. Communication devices may not be used for any immoral or illegal purposes by the students on site. HAS reserves the right to inspect the content of a device to determine possible use for illegal activity.

SOCIAL MEDIA

Haven Academy of Salina (HAS) recognizes the constitutional right to freedom of speech, including expression through social media. As a private, faith-based institution, HAS also reserves the right to address conduct (whether on or off campus) that disrupts the educational environment, harms the school community, or is inconsistent with the school's mission, Statement of Faith, or behavioral expectations. The HAS School Board may impose appropriate disciplinary action, as determined by the Board, for public statements made by a student or parent that are demonstrably false, defamatory, or intentionally intended to damage the school, interfere with its operations, or undermine its religious mission and values.

LUNCH

Lunch time is a great opportunity to build and enjoy friendships in a respectful and controlled manner. Each student's lunch should be brought from home and may be kept in the refrigerator on site. Parents/approved guests will be allowed to eat with students and must provide their own lunch. The administrator must be notified in advance if you plan to eat lunch with a student.

FIELD TRIPS

A signed parent/guardian release is required prior to any event that takes students off school grounds. Administrator approval is required two weeks in advance if the trip is more than sixty miles. The teacher is responsible to send a note home prior to each field trip.

ADMISSIONS PROCESS

- **NONDISCRIMINATORY STUDENT POLICY:** Haven Academy of Salina admits students of any race, color, national, or ethnic origin to all 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 or ethnic origin in administration of its educational policies, scholarship programs, athletic, and other school administered programs.
- The objective of the admissions procedure is to identify and admit covenantal-appropriate students. Haven Academy of Salina does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, admissions policies, scholastic programs, athletics, and other school programs.
- Admission is considered as spaces are available based on the following schedule of priorities:
 - 1. Children of full-time church and school employees, and children of teachers.
 - Current employees: employment must be confirmed at the time the application is processed. Applications must be submitted no later than January 31 to be given priority consideration.
 - Newly hired employees- Priority for admissions will be given provided spaces are available at that time and all other admission qualifications have been met. When spaces are not available, staff children will be placed at the top of the waiting list.
 - 2. Children of families with other students already enrolled.
 - Application must be submitted no later than the end of February to be given priority consideration.
 - 3. Former students and children of former students.
 - Former students must have been in good standing (financial, discipline, and academic) at the time they left Haven Academy to be given priority consideration.
 - Former students must have attended Haven Academy for at least one full year.
 - Applications must be submitted no later than December 31 to receive alumni priority.
 - 4. Others (Applications for the Fall of one year are accepted no earlier than the first day of school the previous year.)

ADMISSION PROCEDURES

1. Email our admissions team at havenacademyofsalina@gmail.com to complete the Application for Admissions Form and, when applicable, a Record Transfer Request. Upon receiving, Haven Academy administration will conduct an initial review and contact the family to determine

proper educational placement and alignment with the school's mission, values, and educational framework.

2. Families approved to proceed will be invited to participate in a scheduled campus tour. This visit will provide a comprehensive overview of Haven Academy's instructional model, curriculum standards, classroom environment, and behavioral expectations. All prospective students must complete a pre-enrollment screening designed to assess academic and social development. Testing must be completed and properly evaluated.
3. Upon successful completion of all admissions requirements, families will be directed to complete the online Haven Academy Enrollment Form. Submission and acceptance of this form finalizes official admission to Haven Academy of Salina. All requested information including required paperwork and fees must be submitted.

ADMISSION REQUIREMENTS

All new students are accepted on probation and the school reserves the right to transfer students to the grade level at which they are performing. The school also reserves the right to release students on the basis of poor academic grades or conduct. An official immunization record or exemption from immunizations form, from the child's doctor or issued by the Health Department, is required before the enrollment process is complete. All immunization records must be kept up-to-date to ensure continued enrollment in the school.

For a student to qualify to enter K4, he or she must be four years of age or will turn four years of age by August 31st of the current enrolling school year. For a student to qualify to enter Kindergarten, he or she must be five years of age or will turn five years of age by August 31st of the current enrolling school year. All students are required to be fully potty-trained. All new students will undergo readiness screening prior to official school enrollment.

FEES AND TUITION

Book Fees (for current students) are due by the end of April for the upcoming school year. This fee indicates your desire to enroll your child at Haven Academy of Salina for the following school year and is non-refundable. If received after the due date, a \$20.00 late fee will be added to your account unless prior arrangements have been made with HAS Financial Department. Book fees will fluctuate with current curriculum prices.

Enrollment Fees are due at enrollment in August for all returning students. This helps to pay for a variety of items that include but are not limited to the following: music supplies, art supplies, lab supplies, testing supplies, and so on. Enrollment fees are non-refundable.

Tuition may either be paid in full (at a 3% discount) or on a 10-Month (August through May) Payment Plan. Tuition is due by the 1st of each month. Students who do not pay their tuition payment as scheduled will be considered delinquent on their account unless other payment arrangements have been made with the school's fiscal department. Communication with the school administrator and fiscal department is required if financial difficulties arise. All tuition must be paid in full by May of the

current school year for the student to attend Haven Academy of Salina the upcoming school year, unless other payment arrangements have been made. Cash, checks, and approved online payment platforms are acceptable forms of payment.

In the event of withdrawal or dismissal during a semester, families remain financially responsible for the full tuition and fees for that semester.

SCHOLARSHIPS

Families are encouraged to complete the Scholarship Application provided with the Enrollment packet, in the event that general scholarship funds become available through Haven Academy directly. Students are also able to have assistance with tuition through scholarships obtained from sources including but not limited to private donations, home churches, and community foundations. **Please request additional current scholarship information from Haven Academy Administration.**

SPECIAL EDUCATION LIMITATIONS

As a private school, Haven Academy of Salina does not currently hold the required resources to accept students with or in need of certain Individual Education Plans (IEPs) / resources. Haven Academy strongly believes in the importance of putting each child into an academic setting that best suits the student's individual needs, and works with parents to ensure that students' in need of additional resources are informed of additional and/or alternate educational opportunities.

If a student is performing below grade level, requires significant curriculum modifications, and is not demonstrating adequate academic progress based on ongoing evaluation and instructional data, Haven Academy may request additional assessment to determine whether the school can reasonably meet the student's educational needs with its resources and staffing. In these cases, Haven Academy will ask parents or guardians to contact their local school district to request a formal educational evaluation to determine whether the student qualifies for Special Education services, accommodations, or related supports. This process ensures that the student's needs are properly identified and addressed, and helps Haven Academy to determine whether it can meet the specific needs of the student.

If the parents or guardians choose not to proceed with a formal educational evaluation as requested by Haven Academy in a predetermined time frame, the student will automatically be unable to remain enrolled. Haven Academy does not provide, nor is required to provide, a full-time paraprofessional, aide, or one-to-one support staff. If a student qualifies for Special Education services, those services may be coordinated through the local public school district.

If Speech Services are needed, parents can contact the elementary school located within their public district that their student would fall within, explain that their child has Speech concerns, and that the child is homeschooled. The school should then walk them through the process of screening and setting services arranged.

Haven Academy seeks to approach these decisions prayerfully, and with the best interest of the student and school community in mind.

STUDENT ATTENDANCE

Teachers will keep a record of daily attendance.

Students should attend all class sessions and arrive promptly with essential materials and homework. During class, students should participate in all activities and discussions. Learning lost due to absences can never be adequately replaced by makeup assignments, as the opportunity for personal instruction and interaction has been lost. Please note that after three excused absences, grades in missed classes may be affected.

Students are required to stay on campus for the duration of their classes on Mondays through Wednesdays. Students may not leave campus unless prior permission has been granted and a parent, legal guardian, or previously approved adult has signed them out.

If your child will be absent, contact the school office before 9:00 AM to ensure an excused absence. Please include the student's name and reason for absence. If excessive absences become a concern for any reason, a session with the school administrator will be required to ensure the safety and well-being of the student.

MAKEUP WORK

All students absent from school are expected to make up missed work. Arrangements should be made with the respective teacher(s). Students will be given one day for every day missed to complete assignments, or as deemed appropriate by the teacher(s). Failure to complete makeup assignments may result in the lack of preparation for weekly or quarterly assessments.

GRADING POLICY

Haven Academy recognizes the importance of student achievement and a grading system that is meaningful to students, parents, and school personnel.

Daily assignments and work are skill practice and will be graded at the teacher's discretion (amount and portion). These will not be included in the final grade. Quarterly grades will be given based on assessments and the evaluation of skills in each subject to inform parents of their student's progress.

Grades will be assigned as follows:

- PreK - Kindergarten:
 - E = Exceeds Standards
 - S = Satisfactory (Meets Standards)
 - N = Needs Improvement

- 1st - 5th:
 - E = Exceeds Standards: 95% - 100%
 - S = Satisfactory (Meets Standards): 80% - 94%
 - N = Needs Improvement: 0% - 79%

SUPERVISION

Students are required to be supervised by a teacher or staff member at all times while they are at Haven Academy of Salina. Students are to stay in Haven Academy's designated school areas of the church building.

The expectation of the educational days during which the student is not on campus is that a parent or guardian is supervising the student to ensure that sufficient time and efforts are being designated on assigned work, that the work is getting thoroughly completed, and that the student is appropriately supported. This is part of the parent/guardian commitment.

DRESS CODE *Psalm 93:1, Romans 12:1*

We strive to honor God in our appearance as well as in our minds. The objective of having a dress code is so students have minimal distraction from outward appearance. We also strive to decrease the emphasis put on outward appearance to lessen competition to buy expensive clothing or accessories. All students should have good hygiene to allow for a pleasant learning environment.

If the dress code is not followed, a teacher will inform the student of the violation. Haven Academy will furnish modest T-shirts that will be worn in place of inappropriate upper body-wear.

Dress Regulations:

- No low neckline, midriff, or torso showing clothing. This includes side slits and open backs. All shirts should cover all mid-sections when arms are raised or when bending over.
- Modest-length shorts / no jeans with immodest holes (a good rule of thumb is nothing shorter than the mid-thigh at fingertips when the child's arms are down at sides).
- No visible undergarments.
- If skirts are less than halfway to the knee then leggings must be worn underneath.
- Hats may not be worn inside the building. Hoods on jackets and hoodies must be kept down.
- Tennis shoes must be worn at all times.

- No wearing T-shirts with inappropriate messages or political agendas. Positive messages are allowed.

ABUSED OR NEGLECTED STUDENTS

Staff members who believe that a student is being abused (physically or emotionally) or neglected will report the situation to the Kansas Department of Children and Families.

HAVEN ACADEMY BEHAVIOR CODE OF CONDUCT POLICY

1. Policy Inclusions. Haven Academy of Salina’s code of conduct is rooted in its sincerely held religious beliefs and is consistent with following The Ten Commandments (Exodus 20:2-17) and The Great Commandments as stated by Jesus Christ (Matt. 22:37-40).

2. Personal Conduct. All persons connected with Haven Academy of Salina (e.g. employees, volunteers, board members, students, parents of students, etc.) shall hereinafter be referred to as community members. All such Haven Academy members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the school, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the school in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from Haven Academy of Salina. It is expected that all community members will conduct themselves in a manner consistent with biblical standards, values, and character.

3. Rules of Conduct. In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Haven Academy of Salina community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Community members shall maintain appropriate attitudes of concern for others. Problems concerning community members’ roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our school’s functions. Community members are expected to operate within their respective roles.

In summary, Christian ethics demand that community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of Haven Academy of Salina.

4. Inappropriate Conduct. Violation of school rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the Haven Academy of Salina community. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the Haven Academy of Salina community. Set forth below are some examples of misconduct which will not be tolerated by the school. This list is not exhaustive and examples are not listed in order of seriousness.

- Falsification of personnel and/or student records and information or other school records.
- Dating, or otherwise becoming romantically involved with, anyone under legal age.
- Engaging in any activity which a Haven Academy of Salina community member knows, or has reason to know, will adversely affect the mission of the school.
- Engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman.
- Deliberate damage or destruction of any property or the property of any community member.
- Engaging in criminal conduct.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other school leader, or the use of abusive or threatening language toward a supervisor, teacher, or other school leader.
- Using abusive language at any time on campus.
- Failure to notify a supervisor when unable to report to work.
- Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)).
- Violation of any safety, health, security or school policies, rules or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Using computers and other technology in ways other than as directly instructed by staff and the Internet Use Policy.
- Unlawful harassment including harassment of a sexual nature (with the understanding that this school reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
- Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the school including engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman and rejection of one's sex assigned by God at birth.

If a Haven Academy of Salina community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the school, the community member should ask an appropriate school leader.

5. Expanded Student Conduct. A record of behaviors necessitating correction will be kept by the student's teacher. Any staff member may report infractions for records. The infraction record will be

in effect for the entirety of the school year. Each parent/legal guardian and student will sign an acknowledgement of understanding for this policy each school year. Behavior examples leading to consequences include but are not limited to the following: Disrespect to Adults/Peers (This includes back talking, put downs, name calling, disruptive behavior, disrespectful gestures or body actions, inappropriate comments, refusal to comply, refusal to complete assignments and tests), Fighting (This includes hitting, kicking, biting, and any use of weapons), Verbal Assault (This includes threats, ridicule, obscene language or gestures, and bullying), The Lack of Accepting Responsibility for Own Actions (This includes lying, cheating, stealing, blaming others for own misconduct, and destroying property).

Cheating Policy: Students and parents are required to be academically honest and refrain from cheating on assignments, quizzes, tests, and projects. When cheating has occurred, including work done by parents, students will receive a failing grade on the assignment, test, or task and the parents will be notified. A meeting will be set up between student, teacher, and administrator. Students and parents who engage in cheating activities will accept a grade of zero (0).

All threats will be taken seriously by Haven Academy of Salina. Threats are not a joke, and no threat will go ignored. All threats must be reported to school staff immediately, and the administrator and staff will investigate to determine the seriousness and circumstances surrounding the threat. All disciplinary actions will follow school policy and may include the involvement of law enforcement.

Failure to behave respectfully or meet academic requirements will lead to disciplinary action. **Haven Academy firmly enforces a zero tolerance policy for any weaponry (such as guns, knives, etc.), drugs, and violent behavior on the school grounds. Irrespective of the disciplinary action outlined above, violence or threat of violence against individuals or property will not be tolerated and may result in immediate and permanent expulsion.**

DISCIPLINE STEPS

Teachers and the School administrator may choose to skip steps in the plan depending on the severity of the infraction. The administrator may choose, at his/her discretion, to discuss any specific student issue with the School Governing Board at any step. Corporal punishment is prohibited.

- First Violation: Handled in accordance with the Haven Academy Classroom Behavior Chart. The teacher may use his/her discretion to determine if more action is warranted.
- Second Violation: Handled in accordance with the Haven Academy Classroom Behavior Chart. Depending on the severity of the action, teacher may determine if more action is warranted.
- Third Violation: Loss of recess time and time will be spent writing a letter of explanation. The parents will be called.
- Fourth Violation: A parent/administrator/student meeting will be held to discuss repeated behavior.
- Subsequent violations may be any of the following:
 - Counseling or Extra Work
 - In School Suspension
 - Out of School Suspension

- o Meeting with the Governing School Board: In this case, the Board will decide an appropriate remedy for the behavior, which could include counseling, extra work, or expulsion from Haven Academy with no refund of tuition, books, or fees. The decision of the Board is final.

PARENT/STUDENT GRIEVANCE POLICY

Haven Academy of Salina staff is available at mutually settled upon meeting times to discuss any matters of concern with parents and/or students. All communication should be made during school hours to set a convenient conference time. Issues could include parents or students having questions, comments, or concerns. Another possibility is where a teacher or the administrator needs to discuss questions, comments, or concerns with a parent. In any case, the following procedure should be followed:

1. The concern should initially be brought before the person most responsible for such matters. For example, a classroom issue should begin as a discussion with the teacher, policy questions should be brought to the Governing School Board, etc. Administration will oversee any concerns in Specials or with volunteers.
2. An in-person meeting should be scheduled, so as to be courteous to personal and family time for both parties, as extensive electronic communication can become exceedingly time consuming.
3. Ensure that the conference meeting time and location is mutually agreed upon by all parties.
4. If a teacher issue is not able to be resolved with the teacher, the administrator should be contacted to mediate a meeting with the involved parties. If unable to resolve the issue at that level, a meeting with the Governing School Board will be arranged.

CHURCH AND HAVEN PROPERTY

Our host church, Emmanuel Foursquare, and Haven Academy provide students with classroom equipment ranging from physical space, chairs, and tables to specific items such as projectors, white boards, etc. Students are expected to show responsible care for the facilities and equipment and take respectful precautions to prevent damage, breakage, and theft. Any damage, breakage, or theft related to facilities or equipment should be reported to a teacher or the administrator immediately. In cases of intentional damage, breakage, vandalism, or theft, students will be liable for damages and replacement costs.

RE-ADMITTANCE FOLLOWING CONTAGIOUS DISEASE

Parents and school personnel are required to follow the following guidelines for certain illnesses. Students not following the guidelines will be sent home until it is acceptable to return to the classroom.

Fever: 100° degrees or above; a child should be free of fever (without medication) for at least 24 hours before returning to school.

Vomiting/Diarrhea: may return after the vomiting/diarrhea has ceased for at least **24 hours** and has fully returned to pre-illness condition.

Chicken Pox: 6 days out of school from the onset of the illness; and/or all skin lesions must be dry prior to the return of school and must have a signed permit from a doctor.

Head Lice: may return to school only after completed treatment (with an anti-parasitic shampoo) and all nits are removed. Proof of treatment is required before returning to school.

Pink Eye (Conjunctivitis): may return 24 hours after treatment and when discharge from the infected eye(s) has ceased.

Influenza: In accordance with CDC and KDHE regulations, anyone testing positive for influenza should remain out of school for seven (7) calendar days, or as determined by a physician.

Streptococcal Sore Throats/Scarlet Fever: The student should be treated by a health care provider and may not attend school until under treatment and without a fever (without medication) for 24 hours.

Permits are required from a physician for any student who has been absent from school for the following conditions:

Meningococcal Meningitis
Measles or Rubella*
Mononucleosis
Mumps**
Impetigo

Scabies
Smallpox
Typhoid Fever
Poliomyelitis
Scabies

Staph Infection
Tuberculosis
Whooping Cough
Ringworm

**Usually 7 days after rash appears*

***After swelling has gone down – usually 10 days*

A doctor's permit is not required for re-admittance after absence due to other illnesses such as colds, flu, surgery, or injuries.

COVID ADDENDUM

Students who are sick or experiencing any symptoms of COVID (fever, cough, shortness of breath, new loss of taste or smell) should not come to school. Parents understand that risk of exposure exists in any public place where people are present. By electing for traditional onsite learning, parents certify that their children are not experiencing symptoms of COVID-19 and voluntarily assume all risks related to exposure of COVID-19. Students absent from school due to any communicable disease must follow CDC and KDHE guidelines for that disease to be readmitted to school.

MEDICATIONS

Haven Academy of Salina has the following policy in regards to all student medications.

1. Before any prescription medication or OTC (over the counter) medication can be self-administered, an *Authorization for Administration of Medication* form must be on file in the office, along with all General Information forms. These forms instruct teachers and staff about the student's medications and allergies, among other things.
2. Medications must be in the original properly labeled container.
3. If the medication is for the treatment of, or management of, asthma, diabetes, or anaphylaxis episodes, the health care provider must provide a written plan for medication use by the student during school hours in addition to the above items.
4. All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-medicate has been granted. Students who are required to bring medication to Haven Academy for treatment of acute or chronic medical conditions are responsible for storing the medication and taking it as directed.
5. The parents of the student will comply with any requirements imposed by HAS concerning this self-medication.
6. At no time should a student share his or her medication with any other individual.
7. Students with written form permissions that allow the use of Ibuprofen or Acetaminophen will be provided with these medications on an as-needed basis according to the dosage prescribed on the form. If there are questions about the use of a specific medication, a parent will be contacted prior to the provision of medication.

VACCINATIONS

While Haven Academy of Salina does not require vaccinations as a condition of admission, standard childhood vaccines that protect against viruses such as measles, mumps, and rubella are encouraged for the health and safety of all students and staff.

ACCIDENTS AND INJURIES

All accidents or injuries involving Haven Academy students, teachers, or staff members should be reported to the administrator immediately. An Accident Report Form shall be filed. Students are never to be in a position where there is no adult supervision.

ATHLETICS

Haven Academy does not offer formal sports teams. Physical education is promoted and encouraged through other avenues each day. Haven students are free to pursue any teams they choose with no restrictions.

LOST AND FOUND

Items left behind will be placed in a lost and found bin that will be accessible to the students after permission from the class teacher. After each semester, all items remaining in Lost and Found will be donated.

PERSONAL PROPERTY

Haven Academy of Salina does not assume any responsibility for loss, theft, or damages to personal property. In order to minimize risk, students are advised not to carry unnecessary amounts of cash or other valuables. Students are expected to safeguard their own property. Toys and other items that result in classroom distraction are **not allowed** to be brought to school, with the exception of a Show & Tell item on days predetermined by the classroom teacher.

PARENT COMMUNICATIONS

Students are most successful when open communication is maintained with parents and teachers regarding student progress and classroom behavior. Open communication between students, parents and teachers can best be achieved by directing class-specific questions and concerns to individual classroom teachers first. Teachers will choose what form of communication works best, and will notify parents at enrollment or the first day of school. This can be done via the school messenger app, email, or a written note. Our Specials' teachers and volunteers will notify our administrator or classroom teachers if a concern arises, and will relay the message to the parents. Teachers, and staff will respond within 24 hours of receipt whenever possible. Please note that Thursday through Sunday communication may be a longer response wait time, as to honor our teachers' and administrator's time with their families.

To best serve Haven Academy families, teachers will provide age-appropriate information to parents using a variety of mediums that may include:

1. Course Catalog / Teacher Informational Page (available at Orientation and distributed to students on the first day of classes).
2. Information related to specific student performance in class as well as any issues (e.g., missing homework, poor grades, behavior issues, etc.).
3. Progress reports in the form of grades or evaluations.
4. Any correspondence or items to be given to teachers may be placed in the teacher's mailbox.
5. Any complaints or major concerns should be directed to our School Administrator or the Board.

PARENT INVOLVEMENT

PARENT-TEACHER FELLOWSHIP (PTF)

PTF serves the school, teachers, and students through different social, financial, and service opportunities. All Parents are required to sign up to volunteer for at least one of the following school events or parties each school year: School Marathon, Thanksgiving Potluck, Christmas Party, Easter Party, End of Year Party, etc.

HAVEN CALENDAR

Haven Academy of Salina posts important dates on the school calendar. The most current activities and calendar items will be shared via email in the Haven Academy newsletters, on the Class Dojo app, or on Facebook and Instagram.

LIBRARY POLICY

Books may be checked out by students on the library day established each year. The books must be returned on or before the date due. Any book that is returned damaged will be charged back to the student's parents at the replacement cost. The manner of purchase of the book is at the discretion of the Board Treasurer and will determine the amount charged. The bill must be paid before the end of the current school year. Book donations are accepted by Haven Academy of Salina. When donating to the library, please donate only books in good repair.

TEXT BOOKS

Other than usable student workbooks, all textbooks are on a rental basis from the school. **Should a book be damaged beyond normal case and use, the student is responsible for the cost of replacement.** To mend a book, always use transparent mending tape. Never use Scotch Tape.

INTERNET ACCEPTABLE USE POLICY

Haven Academy of Salina believes that the internet has much to offer pupils in its wide variation of resources for educational purposes. It is our aim to educate students about the efficient, ethical, and proper use of these resources. Electronic communications to or from Haven Academy of Salina should reflect the Christian principles and educational goals of the program. It is to be understood that internet access for the students is a privilege, not a right. The Internet user is held responsible for his/her actions while using the internet. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Unacceptable uses include but are not limited to:

- Illegal activity
- Accessing any pornographic or otherwise inappropriate material
- Security breaching / degrading the system's performance
- Vandalizing data of another user, with or without permission
- Attempting (unauthorized) to get around installed safety filters
- Posting rude or inappropriate content/language/communications and bullying of any type
- Posting personal communications without the author's consent
- Downloading viruses or attempting to avoid the installed protection programs
- Any type of chat, instant messaging, social media, or personal email (without teacher oversight)
- Obligating HAS in any way, financially or otherwise
- Disclosing ANY personal information to websites or people on the internet, including subscriptions
- Inappropriate use of resources resulting in plagiarism/copyrighted material
- Political lobbying
- Unauthorized game playing
- Any form of threatening or obscene material

All users shall assume full liability – legal, financial, or otherwise, for their actions. Students must accept the following rules for internet usage, and both parents and students must sign the Internet Use Acknowledgement Form to be able to use computers, the internet, and related technologies at Haven Academy of Salina.

- I understand that I must have a signed policy on file before Internet privileges will be granted.
- I understand that I will not reveal my personal home address, phone number, or personal information about anyone else.
- I know that use of the Internet and computers is a privilege and not a right and I agree to follow the guidelines and rules established by Haven Academy of Salina for its use.
- I will not share my user id or password with any other student.
- I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this to any staff member who requests it.
- I will use the Internet only when an adult is present to supervise.

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- I will not enter a chat room, divulge personal information about others or myself, or play unauthorized games online.
- If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell the teacher in charge.