# HARVEST ACADEMY

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# STUDENTS HANDBOOK

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# Brain & Brawn

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# PHILOSOPHY

The staff and parents are committed in creating a safe, positive, and challenging learning environment for all students of Harvest Academy. We devote ourselves to develop well-rounded global citizens and responsible individuals. Students should strive to be self-disciplined and demonstrate responsible behaviour in their capacity for self-management.

Our core values are that students be respectful, cooperative, caring, responsible and challenged to do their best. In Harvest, students do not learn to study, but study to learn. We believe that the desire to learn in students is a fruitful asset that will fulfil their lives. We are to ignite the young minds of our students and passion for lifelong learning for their personal and professional development which both are interrelated intellectually, athletically and morally.

Harvestians should always take the opportunity to contribute to society, to the world. We all play a part in our society. We learn from our society and the kind of person we are consequently shape our society. We are to be responsible of our words and actions, share our knowledge and joy to one another.

It is expected that parents and students read the policies together. This document and Harvest 55 Practices will also be discussed with students at the beginning of school year.

## SCHOOL RULES

1. Violence, cursing, bullying and abusive language will not be tolerated.
2. Drugs, alcohol and tobacco (cigarettes/snus/vaporizer) use/possession is strictly forbidden.
3. Use of lighters, matches and aerosols is strictly forbidden on school property without the supervision of a teacher.
4. No clothing displaying profanity, drugs or alcohol is permitted. (Dress Code applies).
5. Headwear may not be worn inside the school building. (Dress Code applies).
6. Electronic devices such as mobile phones, tablets and others must be turned off/in silent mode and kept in the locker during class time unless permitted by individual subject teacher. Laptop can be brought into classrooms but can be used only if individual subject teacher allow. (Electronic Devices Policy applies)
7. Chewing gum is not allowed in any part of the school.
8. No food and drink allowed in any classrooms and library.
9. Students are not allowed off school grounds during school hours except for travelling to outdoor activities or when accompanied by a Harvest staff member.
10. Students who do not hand in homework and/or hand in homework late will be subjected to the Homework Policy. (Homework Policy applies)

## HARVEST 55 PRACTICES

*Please refer Harvest 55 Practices (explains how Harvestians behave), which is available in Drive and at [www.harvestacademy.org.my/harvest-55-practices](www.harvestacademy.org.my/harvest-55-practices).*

# ANTI-BULLYING POLICY

At Harvest, we demand the highest standards from all of our constituents. In accordance to our school values of respect, cooperation, caring and challenge, we have zero tolerance for bullying behaviour.

Likewise, our teaching staff will foster respect and promote awareness and acceptance of personal and cultural diversity. In Harvest, we do not discriminate on the basis of race, creed, colour, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, and marital status.

Harvest is committed to providing a safe and positive learning environment for everyone. We are aware of the life-long effects bullying can have on students. We believe it is our responsibility, along with the cooperation and support from parents, to educate and promote healthy and positive relationships among all our school students.

## TYPES OF BULLYING

1. Verbal bullying is saying or writing mean things. Verbal bullying includes Teasing, name-calling, inappropriate comments, taunting, and threatening to cause harm.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumours about someone, and embarrassing someone in public.
3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes: Hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.
4. Cyberbullying is bullying that takes place using electronic technology. Cyberbullying includes mean text messages or e-mails, rumours sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## PROCEDURES FOR REPORTING BULLYING BEHAVIOUR

All bullying issues need intervention and should be immediately reported to administrative personnel, in addition to the contact/class teacher. Reports may come from students, parents, peers or anonymous parties. All reported information will be held with integrity. The administrative personnel with the class teacher and/or Head of Discipline will investigate and make recommendations for follow-up (such as disciplinary responses, counsellor support, and/or parent involvement). All staff involved will be informed of follow-up action. Students can also report anonymously by scanning the safeguarding QR code on posters around the school.

Bullying cases will be handled according to the following manners:

- Talk to all parties involved separately and clearly document the incident. (Class Teacher/ Head of Discipline/ Administrative Personnel)
- Demerit card or advice letter will be issued and recorded.
- If the case so requires, parents will be informed.

An agreement toward resolution is made between the parties involved. Members of staff will be informed as well.

- If the bullying behaviour continues, parents, CEO and teachers may be involved to develop a plan of action. A follow-up meeting will be scheduled with all involved parties where the CEO has the final decision about how to continue with the case.

## PROCEDURE TO RESOLVE CONFLICT

Should a conflict arise between a student and one of their teachers, the following resolution procedure should be followed:

1. **CONFLICTS BETWEEN STUDENTS**
   Firstly, the students should try to resolve the issue directly without external assistance.
   If unsuccessful, the Head of Discipline and administrative personnel should be involved in order to resolve the conflict.
   If clearly unsuccessful, the Chief Executive Officer and/or parents will then be involved.
2. **CONFLICTS BETWEEN STUDENTS AND TEACHERS**
   Firstly, the parties should try to resolve the issue directly between them without external assistance.
   If unsuccessful, the parties should involve the Head of Discipline and administrative personnel for mediation.
   If still unsuccessful, the Chief Executive Officer should be involved for corrective action.

## SAFEGUARDING AND REPORTING

Everyone has the right to be safe at Harvest, in school, in the boarding house, on trips and online. If you are worried about yourself, a friend or someone at home, you do not have to deal with it alone.

- Who to talk to: any teacher, houseparent or the administrative personnel.
- Anonymous reporting: scan the safeguarding QR code on posters around the school. Only the administrative personnel and the CEO can see these reports.
- What happens next: we will listen, and we will make sure you are safe. We cannot always keep a secret, but we will always tell you what we are doing and why.

Parents can read our Child Protection Policy and Complaints procedure at [www.harvestacademy.org.my](http://www.harvestacademy.org.my).

*Anti-Bullying Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 3: Violence, cursing, bullying, offensive, and abusive language will not be tolerated. You must behave at all times.*
- *Practice number 4: Treat each other with kindness and respect. At school, you should be able to develop all your talents and learn to respect others and respect differences.*
- *Practice number 5: We do not discriminate on the basis of race, creed, colour, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, and marital status. Differences shape who we are and what we know. Life, history, society, happiness, and power cannot be understood from a single perspective; we need experiences and viewpoints from people to truly see the world.*

- *Practice number 6: Everyone has the right to be safe in this school. If anyone is bothering you, do let any teachers or administrative personnel know. We are your teachers; we are here to look after you and protect you. We are not going to let anyone in this school bully you or make you feel uncomfortable. In return, we ask you not to take matters into your own hands—let us deal with the student. (You can also report anonymously by scanning the Safeguarding QR code on posters around the school).*
- *Practice number 7: Do not insult others' belongings. We should treasure the things that we have. Take care of your own property, and the belongings of others and Harvest as well.*
- *Practice number 20: Do not address others' names in any inappropriate way.*

# DRESS CODE POLICY

1. Students may refer to Dress Code illustration next page for apparel that are not allowed.
2. Students should be comfortable and able to enter into all activities without embarrassment. Neatness should be stressed in all choices of dress.
3. All shoes are required to be secured with laces, straps, or other fasteners and contain no wheels.
4. Shirts with wording that is offensive, vulgar, or which promotes attitudes or behaviours that are socially unacceptable or which are deemed inappropriate for students are not permitted.
5. Skirts, skorts and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than above the top of the knee when standing or sitting.
6. Pyjamas are not permitted to be worn to school.
7. Headwear, sunglasses, and jewellery are not permitted to be worn in school.
8. Girls only may choose to wear jewellery in ear piercings. Such jewellery must be matching small discreet (i.e. plain colour) with no more than one per lobe. No more than a pair of earrings is allowed.
9. Students must wear long or short-sleeved shirts with a collar.
10. Hairstyles for boys and girls should not be such that they attract abnormal attention. Any hairstyle that is unusual, severe or unnatural in style is unacceptable.
11. Girls' hair with over shoulders length should be tied up and secured back to off the face using discreet hair accessories.
12. Boys' hair is to be neat, well-groomed, appropriately styled and no longer than collar length at the back, eyebrow length at the front, and mid-ear length at the sides. All boys are expected to be clean-shaven.
13. Visible tattoos are not acceptable, including when students are wearing sports uniform or swimwear.
14. Only transparent nail polish and light make up are allowed.
15. Students must have their Harvest student ID visible.

## DRESS CODE

**Female Dress Code**

**Male Dress Code**

*Dress Code Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 9: The Student Card must be worn at all times. Take care of your Student Card. If lost, report it immediately because it's dangerous if any strangers have access to Harvest.*
- *Practice number 10: No headwear. Dress appropriately for school as shown in the Harvest Dress Code and accordingly for any occasion.*

# SECURITY ACCESS AND LOCKER POLICY

1. Students check in and out on the school operations platform, by face recognition (with a parent's consent) or manually.
2. Building access cards and locker keys will be issued to all students.
3. Students must not return to school again once they leave the school after the day's lessons.
4. All lockers, locker keys and building access cards are the property of Harvest. Harvest is the only authorized supplier for school access cards and locker keys. No person shall knowingly possess an unauthorized key or access card for Harvest.
5. Transferring, exchanging and duplicating locker key and access card are prohibited. If an individual lends his/her key and access card to anyone or makes a duplicate so that others can gain access to school property, he/she may be subject to disciplinary response from the administrative personnel and loss of access privileges to school buildings.
6. Any lost/stolen/damaged of locker key and access card must be immediately reported to the administrative personnel.

7. Replacement of locker key and access card will be issued for all lost/stolen/damaged locker key and access card reported and cancelled in the access control system with charges.
8. All the access cards and keys must be returned to the administrative personnel upon the end of study at Harvest.
9. The locker is used solely for storage of electronic devices, outerwear and school-related materials.
10. Harvest officials have the right to open and inspect the locker at any time. Locker inspections will be held on a regular basis. School authorities may conduct periodic inspections at any time, without notice, without student consent, and without a search warrant.
11. Students are expected to keep lockers clean and free from damage. Inappropriate stickers and other items must be removable from lockers or fines may be issued.
12. Students should not share their locker or locker key with other students.
13. The school is not responsible for any valuables left inside the lockers. This includes electronic devices, jewellery, cash, etc.

*Security Access and Locker Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 9: The Student Card must be worn at all times. Take care of your Student Card. If lost, report it immediately because it's dangerous if any strangers have access to Harvest.*

# VISIT POLICY

Visitors are welcome to Harvest. We encourage open communication and would like to hear from anyone.

To ensure the safety of all Harvestians, we need to be responsible for the visitors allowed to enter our compound. We need to assure that the record of the visitors is kept in the event of emergency or any future investigation.

Visitors are allowed in academic floor only and must be accompanied by designated school personnel at all times on campus. To make the process less complicated there are only 2 types of procedure.

### FAMILY VISIT

One simple step. Inform your class teacher or administrative personnel in advance with the information below.

1. Number of visitors
2. Relationship
3. Purpose of the visit
4. Date and time

### FRIEND VISIT

Two simple steps: Fill in the form available in Drive, then seek for approval from your class teacher or administrative personnel.

Remember that 55 Practices and Rules and Regulations apply, and you are to be the ambassador of Harvest to show your friends around in an appropriate manner.

# HONESTY POLICY

Honesty is highly valued in Harvest and everywhere in this world. Everyone in Harvest should be honest not only in academic wise but the same should apply in their personal and professional life. Students must understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Academic honesty includes proper conduct in relation to written examinations, research, and all other forms of assessment. Lying, cheating, plagiarism, collusion etc. are unacceptable and will be penalized.

1. **HONEST CORNER**
   Honest corner is an area where students could purchase items such as beverages, snacks, stationaries and others. Honest corner is an unmanned shop where students and staff will do self-service check outs for any purchases. We believe our students are independent and mature enough to make simple payment and to develop their money management skill.
2. **AUTHENTICITY**
   An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others being fully acknowledged. Therefore, all assignments, written or oral, completed by a student for assessment must be wholly and authentically using their own language and expression. Where sources are used or referred to, whether in the form of direct quotations or paraphrases, such sources must be fully and appropriately acknowledged.
3. **INTELLECTUAL PROPERTY**
   There are many different forms of intellectual property, such as patents, registered designs, trademarks, moral rights and copyright. Students must be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law.

## AVOIDING ACADEMIC MISCONDUCT

To avoid academic misconduct, it is firstly essential that students, teachers and parents clearly understand the policy of academic honesty.

1. **STUDENTS**
   The student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.
2. **TEACHERS**
   It is the responsibility of each teacher to confirm that, to the best of his/her knowledge, all students' work accepted or submitted for assessment is the authentic work of each candidate. When a school has implemented all prevention measures, teachers are expected to try to detect any plagiarism. Teachers are also expected to support the school's policy on good academic practice and provide students with the required instruction and necessary advice to avoid malpractice.
3. **PARENTS/GUARDIAN**
   Parents/Guardians are to support and encourage their son/daughter in the pursuance of academic honesty and refrain from providing assistance that compromises academic honesty. In addition, they are advised to instil in their children the ideas of personal integrity and respect for the school's policy.

## CONSEQUENCES OF ACADEMIC MISCONDUCT

Any breach of the rules of honesty will be dealt with by the teacher or administrative personnel, depending on the severity of the offence. If a student communicates with one another in any manner whatsoever, or is found to have cheated in an exam or test, or has copied another student's work, then that student will be awarded 0% for that piece of work. If it can be established that the other student willingly co-operated in the cheating, this student will also be awarded 0% for the work. If it is clear that a student has had unfair assistance from another student or a parent in doing a homework assignment, or has copied material from an external source without acknowledging that source, the student will first be given a chance to revise the piece of work. However, if the final draft still contains work that is not authentic, the student will be given 0% for the piece of work.

*Honesty Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 36: When you are grading each other's papers, if you deliberately give someone an incorrect grade, whether it is higher or lower than they deserve, the number of marks that differ from the actual mark will be deducted from your paper.*
- *Practice number 52: No matter what the circumstance is, always be honest. Even if you have done something wrong, it's best to admit it. Teachers will respect that, and often teachers will forget any disciplinary measures because of your honesty.*

# ATTENDANCE POLICY

To successfully complete an academic year, it is vital that students attend the maximum number of lessons possible. If the student has been late or absent because of medical or dental reasons an official medical certificate must be submitted to the student's class teacher. Students who arrive after 8:20 AM without a certified medical certificate will be marked as late.

Absence and late are recorded in the school's database and will be monitored.

After 5 absences without reasons, an advice letter will be issued. After 10 absences the class teacher will make an appointment with the parents and administrative personnel to discuss the student's continued participation in Harvest.

*Attendance Policy also support Harvest 55 Practices, which states that:*

- *Practice number 8: Be on time. Punctuality is a must. Try to be early so that you can have extra time to allow for any unexpected delay. If you arrive after 8:20 AM without a certified medical note, you will be marked as late.*

# HOMEWORK POLICY

At Harvest, homework assignments are seen as vital exercises for the consolidation of learning, as crucial preparation for the next learning activity and/or as important ingredients in the process of student learning assessment. Homework can be assigned in any form, for example, printed worksheets, softcopy worksheets on Google Classroom, etc. Hence, throughout their studies, students will be expected to complete homework on a regular basis in all subjects.

Completing homework assignments on time and to the best of their abilities are part of every student's responsibility at Harvest. Students should ask for help if they have problems turning in homework in Google Classroom. Students will receive a verbal warning from the teacher and be given a Homework Notice from respective teacher. 3 times of Homework Notice equals one Red Card (subject to detention). Failure to accept this responsibility will greatly hamper the student's own learning and can jeopardize the student's continuous enrolment and promotion in the school's programmes.

Homework Timetables are available for each class for balance homework every day. Students are encouraged to complete their homework in that particular day assigned although the due date can be days later. Students can be requested for homework despite the subject is not scheduled in that particular day.

*Homework Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 40: When a teacher assigns homework, there is to be no moaning or complaining. This will result in a doubled assignment.*
- *Practice number 42: Homework must be turned in before or on time for each subject by every student. You should ask teachers if you have trouble with the homework. There are no exceptions or excuses.*

- *Practice number 43: If you have a question about your homework, you may leave a message on Google Classroom, Google Chat, or email the teacher. Leave your message politely, for example: "Hello Teacher Patricia, I need help with...".*

# ELECTRONIC DEVICES POLICY

Harvest strives to create the best learning environment possible so electronic devices are allowed in Harvest. However, any unnecessary disruption/disturbance caused to the learning environment will result in the property being confiscated.

Electronic devices such as mobile phones, tablets and others must be turned off/in silent mode and kept in the locker during class time unless permitted by individual subject teacher. Laptop can be brought into classrooms but can be used only if individual subject teacher allowed.

**Smartwatches** are allowed in school but must comply with the following rules to prevent disruption:

- All **connectivity** features (e.g., Wi-Fi, Bluetooth, mobile data) and **notifications** must be turned off during school hours.
- Smartwatches should only be used as a basic watch.
- If deemed distracting by teachers, the smartwatch will be confiscated.

The school will not accept any responsibility for any loss or damage of these often expensive items in school.

For the first three offences, items will be returned to parents after a day (24 hours). After three offences, any properties being confiscated will be kept for at least three months.

*Electronic Devices Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 38: Electronic devices such as mobile phones and tablets must be turned off or in silent mode and kept in the locker during class time unless permitted by the individual subject teacher. Laptops can be brought into classrooms but can be used only if the individual subject teacher allows it.*

# GAMING/ENTERTAINMENT POLICY

Games and activities for entertainment purposes are strictly not allowed during lesson hours and in classrooms and dining hall but are not prohibited during break and lunch hours.

Students are only allowed to have games and activities for entertainment purposes in the common area.

# IT FACILITIES POLICY

The term, Harvest IT Facilities, shall be used herein to refer to all forms of computer-related property at Harvest. It shall encompass, but is not limited to, school computers, related hardware/software, wired/wireless networks, provided user accounts, applications and services, labs and furnishings.

By using the Harvest IT Facilities, the staff and students agree to abide by the rules and regulations as stipulated here.

1. The student acknowledges that the Harvest IT Facilities are school property and shall be treated as such. Any action, such as removing, disconnecting, tampering, damaging or altering the set-up and/or configurations of the Harvest IT Facilities is prohibited. This includes any activity which may compromise the security of the Harvest IT Facilities.
2. Using the Harvest IT Facilities for purposes other than school-related work is not allowed. Any inappropriate, illegal, or unauthorised activities are strictly prohibited.
3. Using and/or attempting to access account information of other students, teachers and/or staff of Harvest is prohibited.
4. The student shall only use their own account(s) provided to them by the school and shall not attempt to hide or disguise themselves when using the school facilities and applications.
5. No student is allowed to use the classroom computers designated for the use of the staff/teachers without permission.
6. Users must not eat or drink whilst seated at the computers.
7. The school reserves the right to terminate sessions, suspense accounts, and other such measures if the suspicious activity or violation of these rules is discovered.
8. Neither the school, nor any of its employees, shall be held responsible for any losses incurred by individuals who bring in and use their own computer related equipment/software at Harvest. The individuals who do use their own equipment, do so completely at their own risk.
9. To safeguard its property and its use, the school reserves the right to monitor the Harvest IT Facilities at any time and without notification. This includes, but is not limited to, remotely observing network sessions, and if the case so requires, recording suspicious activity and/or reviewing the contents of user files/folders.
10. Profile pictures should not distract the learning environment and are encouraged to be personal headshots or appropriate graphics (e.g., locations, pets, avatars). Images containing vulgar, offensive, or inappropriate elements are not allowed and will be removed or required to be updated.
11. The use of anonymous proxies to get around content filtering is strictly prohibited.

### STUDENT SAFETY

1. Under no circumstances must a student share his/her account with anyone other than their parents/guardians.
2. Do not share personal information online. This includes real name, address, phone number, financial information, school name, passwords, or other private information.
3. Never meet in person with someone you met online.

4. Students are cautioned not to open e-mail attachments or download any files from unknown sources, in order to avoid damaging their computers and bringing destructive viruses into Harvest's system.

# CHANNELS OF COMMUNICATION POLICY

Most Social Networking Services (SNS) have an age requirement of 13 to protect children's privacy and safety online. However, responsibly used with careful planning and management will provide valuable collaborative learning for teachers and students. In Harvest, students and staff have the opportunity to utilise a variety of cloud-based applications to enhance the learning environment with Google Workspace for Education. Google Classroom is a part of our education system. Students may utilize it daily in their daily programmes. It was designed hand-in-hand with Google Workspace for Education to help teachers and students save time, keep classes organized, and improve communication with students.

Therefore, it is expected that communication occurs primarily between the students and their teachers or administrative personnel, either face-to-face or through Google Classroom, Google Chat and e-mails. It is via these channels that all information pertinent to the delivery of the curriculum, assignments and subject-specific news is transmitted. Attendance, activities and parent requests use the school operations platform. Parents can see their child's attendance in the parent portal.

General information to students is provided through e-mail or Google Drive. Parents/Guardians are encouraged to follow students' progress in their programmes by accompanying them while they login into Google Classroom at home.

*Channels of Communication Policy also supports Harvest 55 Practices, which states that:*

- *Practice number 41: You should always check your email and Google Classroom to stay updated. You can access them from your PC, Android, or Apple devices. Homework is to be completed as posted even if you are absent.*

# MERIT & DEMERIT SYSTEM

In Harvest, all students are to be well-behaved in all aspects. Merit & Demerit system is intended to track students' behaviour and to provide support in assisting students in making positive choices.

All students are responsible for keeping their earned cards (merits and demerits) for school use. Loss of card will result student to receive one Red Card and will not be replaced. Students will have the opportunity to reduce the number of demerit (Red Cards or Black Card) points if they earn merit (Yellow Card) after an extended period (2 months) without demonstrating any negative behaviours.

## YELLOW CARD (MERIT)

Yellow Card is a merit system that allows students to seek opportunities for leadership growth and experiences actively. Students who demonstrate positive behaviours such as highly complying with Harvest 55 Practices or excelling in activities or events (internal or external) may earn Yellow Card.

| | | |
|---|---|---|
| Student with 3 Yellow Card | : | Bronze Award |
| Student with 5 Yellow Card | : | Silver Award |
| Student with 10 Yellow Card | : | Gold Award |

## PINK CARD (DEMERIT)

A homework notice is issued to students regarding academic work. Parents will be acknowledged by the student and involved in the action needed.

## RED CARD (DEMERIT)

Students who demonstrate negative behaviour will receive Red Card. Students who receive Red Card may be requested for detention. With 9 Red Cards, students will be called for First Advice for disciplinary responses, 12th Red Card for Second Advice and so on.

## BLACK CARD (DEMERIT)

Students who demonstrate major negative behaviour or offence will receive Black Card. Students who receive Black Card will be placed in detention*. With 3 Black Cards, students will be called for First Advice for disciplinary responses, 4th Black Card for Second Advice and so on.

**Wednesday Detention will start at 4:00 PM.*

# DISCIPLINARY RESPONSES

Disciplinary responses are for violations of Rules and Regulations, Harvest 55 Practices, major offences in the demerit system.

## PROCEDURE FOR VIOLATION OF RULES AND REGULATIONS AND HARVEST 55 PRACTICES

It is the responsibility of the class teacher to deal with all students' issues involving behaviour. If any teacher, after following the procedures for dealing with unacceptable behaviour has been unsuccessful in helping the student to change his/her behaviour, the student's class teacher and eventually the Head of Discipline will be involved for corrective action. All serious infractions are directly dealt with by the administrative personnel.

For most cases of violation, there will be three advice, then three warnings. Students may get advice without a Red or Black Card, or any warning without advices depending on the seriousness of the offences.

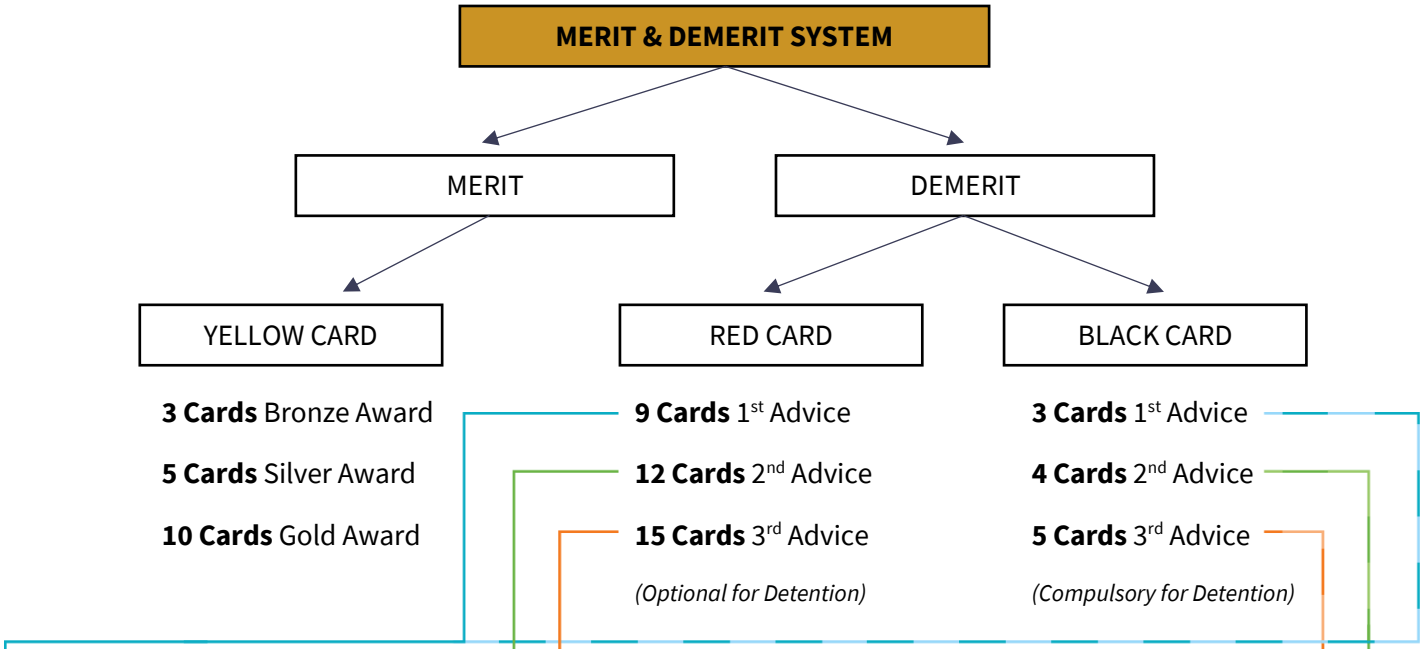
1. **ADVICE**

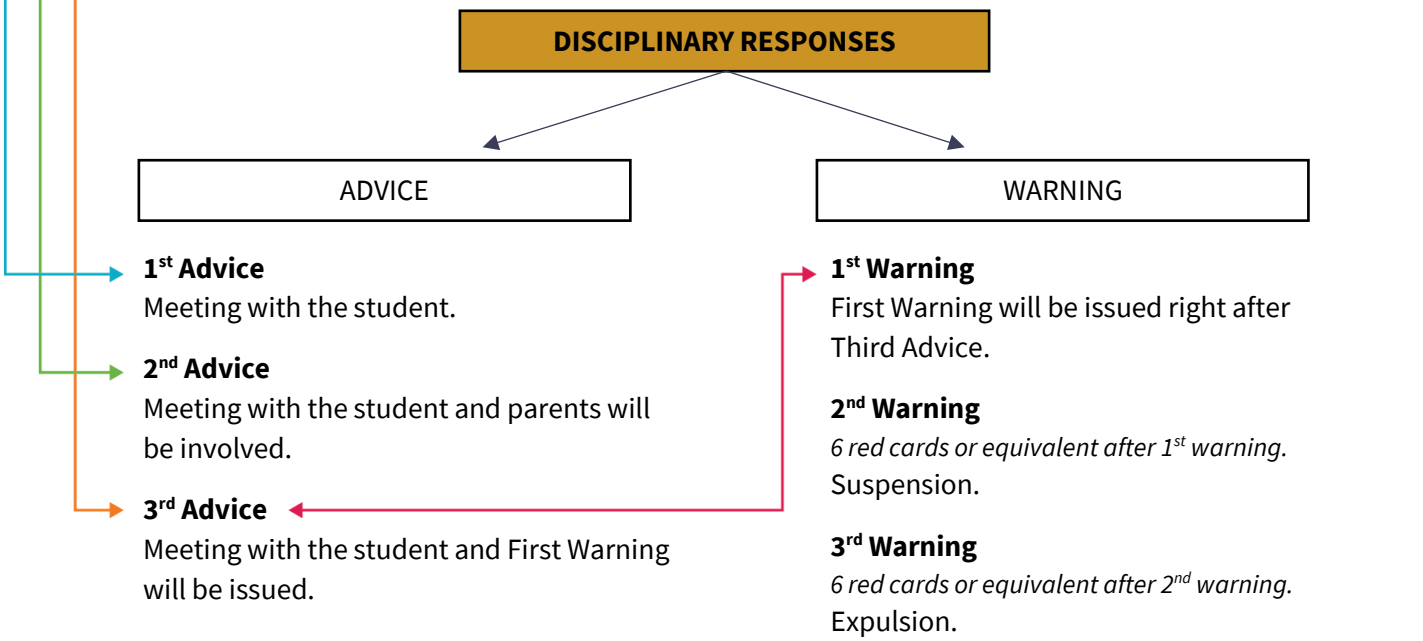
| | | |
|---|---|---|
| First Advice | : | Meeting with the student. |
| Second Advice | : | Meeting with the student and parents will be involved. |
| Third Advice | : | Meeting with the student and First Warning will be issued. |

2. **WARNING**

| | | |
|---|---|---|
| First Warning | : | First Warning will be issued right after Third Advice. |
| Second Warning | : | The school may suspend the student. During the suspension, the student may be asked to complete a task or project or meet certain conditions, and may not attend school. If the task is not completed within the set period, the student may be dismissed. On return from suspension, the student serves a term of probation and is expected to be a model citizen. |
| Third Warning | : | Depending on how serious the case is and the student's reflection, the school may suspend the student again (with the same conditions and probation) or expel the student. A student who breaks a major school rule after being suspended should expect to be expelled. |

# SUMMARY FLOW OF MERIT & DEMERIT SYSTEM AND DISCIPLINARY RESPONSES




**1st Advice**
Meeting with the student.

**2nd Advice**
Meeting with the student and parents will be involved.

**3rd Advice**
Meeting with the student and First Warning will be issued.

**1st Warning**
First Warning will be issued right after Third Advice.

**2nd Warning**
*6 red cards or equivalent after 1st warning.*
Suspension.

**3rd Warning**
*6 red cards or equivalent after 2nd warning.*
Expulsion.

HARVEST ACADEMY

BY: PK&P (HARVEST) NEGERI PERLIS

# BOARDERS HANDBOOK

VERSION Vb

20261024

# Freedom & Responsibility

# DAILY ROUTINE

| | | |
|---|---|---|
| **Rising** | 07:00 am | Monday – Friday |
| **Depart to School** | 07:30 am<br>07:40 am | Monday<br>Tuesday – Friday |
| **Breakfast at School** | 07:45 am<br>08:00 am | Monday<br>Tuesday – Friday |
| **Get ready to class** | 07:45 am<br>08:00 am | Monday<br>Tuesday – Friday |
| **Assembly** | 08:00 am | Monday |
| **Attendance** | 08:20 am | Tuesday – Friday |
| **Lesson 1**<br>**Lesson 2** | 08:30 am<br>09:30 am | Monday – Friday |
| **Break** | 10:30 am | Monday – Friday |
| **Lesson 3**<br>**Lesson 4** | 11:00 am<br>12:00 am | Monday – Friday |
| **Lunch** | 01:00 pm | Monday – Friday |
| **Lesson 5**<br>**Lesson 6** | 01:40 pm<br>02:40 pm | Monday – Thursday |
| **Return to boarding house** | 04:00 pm<br>01:30 pm | Monday - Thursday<br>Friday |
| **Detention** | 04:00 pm – 06:00 pm | Wednesday |
| **Afternoon tea** | 04:10 pm | Monday - Thursday |
| **Sports and Games** | 05:00 pm – 06:00 pm | Monday and Thursday |
| **Dinner** | 06:30 pm – 07:00 pm<br>06:00 pm | Monday, Tuesday and Thursday<br>Wednesday |

### Prep Times

| Year | 07:30 – 08:30 | 08:45 – 09:15 | 09:35 – 10:05 |
|---|---|---|---|
| Year 10 Term 3 onwards | First prep | Second prep | Third prep |
| Year 7 to Year 10 Term 2 | First prep | Second prep | - |

### Bed Times

| Year | Time |
|---|---|
| Year 10 Term 3 onwards | 10:20 pm |
| Year 7 to Year 10 Term 2 | 10:00 pm |

Sunday: 10 pm for all boarders (latest)
Friday and Saturday: 11pm for all boarders (latest)

# BOARDING REGULATIONS

## GENERAL

1. Students returning and leaving Harvest / Boarding House must immediately report to their Houseparent.
2. Students should be back at the boarding house before 9:00 pm on the evening before the school day. Boarders shall inform to houseparent if could not return at the scheduled time.
3. Students must not enter the floor of the opposite gender dormitory regardless of any reason.
4. Visit outside Harvest / Boarding House requires Houseparent's permission.
5. Parents must inform Houseparent if the students will be leaving Harvest compound with anyone other than parents or guardians.
6. Rooms are not allowed to be locked and not to be closed except at bedtime.
7. Boarders must be willing to learn certain aspects of life skills such as cleaning up after themselves, making their own beds and tidying their own cupboards.
8. Borrowing or lending money and gambling are strictly forbidden.
9. All music devices must be small and portable. They must not be taken to lessons or used in the dining area. When being used, they should not be heard outside the room in which they are being played.
10. Each boarder is allowed to possess 1 laptop, 1 mobile phone and 1 tablet only.
11. Personal computers and mobile phones must be registered with the Houseparent.
12. All electronic devices must be placed at the study table before going to bed.
13. All personal items especially items for laundry should be properly labelled with STUDENT ID for easy identification.
14. Students must not bring into Harvest personal televisions, kettles, portable air-conditioning units, chewing gum, matches, lighters, weapons, explosives or fireworks.

## PREP TIME

1. Students must be ready with all stationaries, books and necessary tools at study table before prep time.
2. Students should wisely use their free time other than prep time if they need more time to revise and complete homework.
3. Music is allowed; however, it must not cause disturbance to the prep time.
4. Refer table below for usage of electronic devices:

| Permitted | Permitted with conditions | Request before use |
|---|---|---|
| Google Classroom | Google Chat *(teacher only; chat with your groupmate before prep)* | Google search or any online search |
| Cambridge Dictionary | Music with earphone *(prepare before prep; no editing playlist; no MV)* | Google Translate |
| | Email *(for work purposes only)* | **Others** |

## LAUNDRY

1. Be sure to have all clothes properly labelled with Student ID.
2. Fill in the laundry list and place it inside the laundry bag.
3. Laundry will be collected every Wednesday morning and Friday afternoon.
4. Boarders need to properly place their laundry bags at the allocated area.

## CARE

1. Should boarders encounter any problem or anxiety, do know that Harvest staff care and are always willing to help. Please speak to a member of staff with whom you feel most comfortable with. For example, your housemaster, housemistress, class teacher or any teachers.
2. Boarders must inform Houseparent if there are signs of any health issues.
3. Boarders can also report a worry anonymously with the safeguarding QR code.