

Harvest Christian School

“Training Future Leaders”



Early Learning Center

2022-2023



**PARENT'S
HANDBOOK**



HARVEST CHRISTIAN SCHOOL
Early Learning Center
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HARVEST CHRISTIAN SCHOOL

Dear Harvest Christian School Parents and Students:

It is our pleasure to welcome you to Harvest Christian School for the 2022-2023 school year. As mentioned in Psalms 33:11, our prayer and hope is that the plans the Lord has for your life will stand firm through all generations.

Some of you have been at Harvest Christian School for years; other are just beginning your journey with us. Wherever you are in your walk with Harvest Christian School, I pray God's riches blessings on you and your time here. It is our desire to help prepare your children spiritually, morally, socially, and academically and to develop them into influential leaders in our society, so that when they leave the halls of Harvest Christian School they will be able to impact the world for the kingdom of God.

As each child enters the school year, I encourage you to be involved in what Harvest Christian School is doing. We desire for you to help us develop their leadership qualities, entrepreneurial spirit, and boldness for the things of God. Together we will cultivate your child's purpose and gift, while providing them with a superior Christian education.

This Handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect from us, and how we will achieve our educational mission.

As you read this Handbook, you will begin to understand our philosophy, our purpose, and our procedures will help you to be a constructive citizen and member of Harvest Christian School's excellent student body. The best education comes when the home and Christian school are of like faith, mind and practice. With this mindset, we become an extension of your home and the student has a wonderful and productive educational experience.

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact the school office.

Finally, you must complete and return the last page of the Handbook – "Acknowledgement and Approval of Parent/Student Handbook" to the school office.

Thank you for entrusting your child and/or children to our teachers and staff. It is our prayer that God will bless each and every one of you with a wonderful year, and that your family will experience blessings and increase as we move to another level in excellence and dedication to the education of our children.

Sincerely,

Dr. Donna L. Houpe
Executive Administrator

Pastor Steve Houpe
Founder of Harvest Christian School

SECTION I: HARVEST CHRISTIAN SCHOOL VISION AND PURPOSE

MISSION STATEMENT

The Mission of Harvest Christian School is to deliver a superior Christian education that supports the development of the child's total needs: academic, spiritual, physical, emotional, and social.

For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life. John 3:16

Train up a child in the way he should go, and when he is old he will not depart from it.
Proverbs 22:6

PHILOSOPHY

Harvest Christian School is a Christ-Centered School whose emphasis is to evangelize children into a relationship with our Lord and Savior, Jesus Christ. We are returning Jesus Christ back to the classrooms. We are dedicated academically to providing an excellent and superior education that will impact their future.

We believe that children should develop their God-given abilities and talents. Our teachers have the responsibility to provide opportunities for this development to occur. We believe children should grow in an environment that will cultivate a love for the Lord Jesus Christ, positive self-images, and a love for one another. We believe children learn best from active participation in their environment. They learn from interacting with other children. We strive to thoughtfully plan activities and experiences that meet the developmental needs of the children and promote growth in all areas.

Harvest Christian School is an equal opportunity institution and does not discriminate against employees or students on the basis of sex, race, color, age, or national origin.

PURPOSE

- A. To allow Christ Jesus to return to the classrooms. Jesus said, "*Suffer the little children to come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.*" Matt. 19:14, Without Him, we can do nothing. Children have a hunger for Jesus and are eager to learn.
- B. To welcome the presence of the Anointed Teacher – The Holy Spirit.
- C. To create a reverence for our Heavenly Father.
- D. To train the student in the knowledge of the Son of God (Jesus).
- E. To help shape the character of the student to become a (living epistle) true disciple of Christ.
- F. To provide a Godly environment for the student to receive a high quality education.

GOALS

Harvest Christian School's goal is to minister to the whole child: spiritually, academically, physically, emotionally, and socially.

SPIRITUAL: Leading children into a personal relationship with Jesus Christ, providing daily Bible Study, and emphasizing practical Christian living by providing a strong spiritual framework.

ACADEMIC: Provide an excellent and comprehensive Christian education.

PHYSICAL: Monitor and seek to understand the physical needs of the child and work with the parent to help the child mature to be a healthy, strong, and vital individual.

EMOTIONAL: Dedicated teachers, who are interested in the needs of their students, help children grow with a sense of security and self-worth; to mature and meet the challenges of learning and living.

SOCIAL: Teach students to relate to their peers, parents and teachers while encouraging Christian ethics and social growth.

KEYS TO SUCCESS:

1. Dedicated & Prayerful Teachers
2. Accelerated Curriculum
3. Traditional Education
4. Christian Training
5. Discipline in School
6. Hard Work
7. Moral Values and Principles

THE BIRTH OF HARVEST CHRISTIAN SCHOOL

- Birthed out of prayer and a heart of love.
- God ministered to the heart of Bishop Steve Houpe and began to unveil to him the critical condition of hurting children in other school systems.
- A mandate was given: “Feed my little lambs,” John 21:15 and “Take back what the devil has stolen,” John 10:10.
- As the result of much prayer, consecration, and labors of love the mandate is being fulfilled. Glory to God!

CORE VALUES

There are ten core values which we strive to maintain at Harvest Christian School. When students have solid Christian values they feel loved, accepted, and secure. They will eventually make responsible choices and feel approved by their family, teachers, peers, and community. The students of our school are expected to take on these characteristics and create an atmosphere where everyone feels accepted, respected, and appreciated. These values display our heart for all to see in our faculty, staff, and student body.

The values are as follows:

- Faith

- Responsibility
- Self-Control
- Honesty and Integrity
- Kindness and Compassion
- Contentment and Thankfulness
- Patience and Perseverance
- Respect
- Forgiveness
- Servanthood

The following are the Core Values of all families who become part of Harvest Christian School:

- The Bible is our standard for all belief, instruction, practice, and policy.
- Character is more important than talent.
- Our biblical principles and beliefs are not for sale.
- We treat one another respectfully.
- We sincerely believe that prayer makes a critical difference in all that we attempt.

Statement of Faith

WE BELIEVE

- I. The Bible is the inspired and only infallible and authoritative written Word of God.
(II Timothy 3:19; II Peter 1:21)
- II. There is one God manifested in three persons: God the father, God the Son, and God the Holy Spirit. Eternally existent. (Matthew 28:19; II Corinthians 13:14)
- III. Christianity is based upon:
 1. The deity of Jesus Christ. (John 1:1, 14, 18)
 2. His sinless life. (I Peter 2:21, 22)
 3. His virgin birth. (Matthew 1:18-25)
 4. His miracles. (Acts 2:22)
 5. His atoning death through His shed blood. (Romans 5:6-11)
 6. His burial. (Matthew 27:57-66)
 7. His bodily resurrection. (Ephesians 1:19, 20)
 8. His ascension to the right hand of God the Father. (Ephesians 1:20. 21)
 9. The rapture of the Church. (I Thessalonians 4:15-18: John 14:3)
 10. His second coming (Acts 1:11)
- IV. The New Birth is necessary for all through confession and belief in the Lord Jesus Christ.
(Romans 10:9, 10: John 3:3-6)
- V. In the Baptism of the Holy Spirit. (Acts 2:4; 10:44-48)

VI. In the present-day operation of the nine gifts of the Holy Spirit. (I Corinthians 12:7-11)

VII. In the following ordinances:

1. The Lord's Supper (I Corinthians 11:23-30)
2. Water Baptism (Matthew 28:19; Romans 6:3, 4)

VIII. Divine Healing. (Matthew, Mark, Luke, and John)

HISTORY

Harvest Christian School was birthed out of the vision of Bishop Steve Houpe of Harvest Church in Kansas City, Missouri in 1990. Bishop Steve Houpe's vision was that every child would be exposed to being educated in a Christian environment with a strong emphasis in academic excellence. Harvest Christian School continues to grow spiritually, academically and athletically.

SCHOOL TO CHURCH RELATIONSHIP

Harvest Church is an inter-denominational, multi-cultural church where emphasis is placed on preaching and teaching the infallible Word of God. Over the past 32 years, Harvest Church has grown into a ministry who ministers to the whole family. Its extensions include a Children's and Youth Ministry, Men and Women Fellowship, Ministry Outreaches and a number of other tools and resources that enrich families in their walk with the Lord. Harvest Christian School is an extension of the church. The school, its students, and its staff are under the direct leadership and authority of the church.

LEADERSHIP

The administration is led by the Executive Administrator, Principal and Administrative Coordinator. All administration meetings are closed.

TEACHERS

Harvest Christian School has endeavored to hold its teachers to the highest standard both spiritually and academically. All positions are filled through prayerful consideration.

SECTION II: GENERAL INFORMATION

ADMISSIONS POLICY

Harvest Christian School's Early Learning Center is open to anyone interested in securing a Christian education, from Nursery through PK4. However, attendance at Harvest Christian School Early Learning Center is not a right, it is a privilege. This privilege may be forfeited by any student who does not conform to the policies and spirit of the school. The Lord has not yet opened the doors, however, for us to work with the physically handicapped or the severely learning-disabled child.

Harvest Christian School admits students of any sex, race, color, age, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in

administration of educational policies, admission policies, athletic or other school administered programs.

The administration reserves the right to make changes in policies, fees, programs, etc. as deemed necessary. Changes will be communicated as quickly and thoroughly as possible.

The following standards have been established for entrance into Harvest Christian School Early Learning Center:

1. Parents should be in agreement with our philosophy and goals and should be willing to actively support our educational program.
2. The student must have a sincere desire for a Christian education, and he or she must be willing to submit to the standards and regulations of our school.
3. The student must be of suitable age for the grade assigned.

Enrollment Process

I. Registration:

1. Fill out registration form.
 - Pay registration fee (Non-refundable)
 - Pre-screening interview
2. Student and parent
 - Harvest Christian School will request recent medical evaluation if a child is suspected with illness (asthma, vision, hearing, etc)

II. Paperwork Needed:

1. All Harvest Christian School Mandatory Registration forms
2. Birth Certificate
3. Up to date immunization records (DPT, DT, Polio, and MMR)
4. Proof of income (when requested)
5. Proper identification (picture ID) of parent or guardian

III. Acceptance or Denial:

A Letter will be mailed within 2 weeks with the Administration's decision. A phone call may be made to the parent if necessary. Acceptance for admission is conditional or probationary.

Reasons for denial or dismissal from Harvest Christian School/Early Learning Center:

1. Poor attitude toward leadership, teachers, and others
2. Continuous behavior problems
3. Record of unpaid tuition without a reputable reason
4. Conflict of interest with the Philosophy and/or policies
5. Refusal to cooperate with Early Learning Center

Harvest Christian School reserves the right to make the decision to enroll a student, place a student in another grade level, or not to accept a student after the pre-assessment test, interview, and recommendation is received. You will be notified by mail within two (2) weeks of the Administration's decision for acceptance.

ORIENTATION

On Orientation Day, all students accompanied by their parents, will attend a combined student-parent meeting. Important classroom and school information will be provided and faculty and staff introductions will be presented.

RE-ENROLLMENT

Re-enrollment applications will be sent home in early spring for the following school year. Parents who are re-enrolling their children must submit a re-enrollment application with their enrollment fees paid in full to reserve a place for their children. Students are accepted on a first-come, first served basis.

STUDENT PROBATION PERIOD

All new students attending Harvest Christian School's Early Learning Center will be observed for a probationary period of three (3) weeks. If, for any reason during this period, we determine your child is not complying with Harvest Christian School Early Learning Center rules and/or policy, we reserve the right to release your child as a student. Your child may be dismissed at any time.

EARLY LEARNING CENTER HOURS

7:30 am to 4:00 pm Monday through Friday

If your child is to eat breakfast, he/she must arrive each morning no later than 8:30 am. Children are taken to breakfast at 8:30 am. After breakfast, we return to the classroom for our morning activities and daily schedule. Parents, please have your child to school prior to 9:00 am. If you arrive after 9:00 am, you must drop your child off in the school's front office.

COVID-19 PROTOCOL CHECKING IN AND OUT

Upon arrival, each student's temperature must be taken. The temperature must be below 100.4 for entrance. If above 100.4, the student will not be allowed entrance into the facility. Parents are also asked a series of questions to ensure a safe environment for all students. If no is given for any of the questions, the student will not be allowed entrance into the facility. Please be on time when checking your child in and out each day.

When picking up your child, he/she will be released only to the authorized persons on the registration forms. The Early Learning Center closes at 4:00 pm.

LATE PICK-UP POLICY

Students that are enrolled in the Harvest Christian School Early Learning Center must be picked up no later than 5:15 pm. If a child is left in the programs after 5:16 pm, we will consider this a late pick-up. Frequent late pick-ups may result in your child/children requiring an earlier pick-up time or no longer being able to participate in the program.

If your child/children remain at the school after 5:16 pm, you are considered late and will be assessed a late pick-up fee in the amount of \$3 per child for every 5 minutes thereafter. Late pick-up fees are due at the time of pick-up. **NO EXCEPTIONS!**

STUDENT PICK-UP/RESTRICTIONS

If parents are divorced, separated, or have never been married and one parent is not allowed to see or pick up the child, we must have, on file at the office, a certified copy of the court order of final judgment. All guardians must have a signed Power of Attorney by the natural parents before enrollment can be accepted.

If for any reason your child will be picked up by someone other than yourself, the office must be notified in advance. **A teacher will not accept a child's word concerning a change in his/her schedule.** Any calls about these changes must be made by 2:00 p.m. Authorization release cards must be filled out on every student by the parent. The authorized person must show a picture I.D. before the child will be released.

SPECIAL NEEDS POLICY

Harvest Christian School is a Christian, non-public, school designed to meet the Christian and educational needs of a child by implementing an accelerated learning program. Harvest Christian School:

1. Is not required by law to maintain and establish a program which will meet the educational standards for exceptional children. We do not maintain the program accessibility nor the certified staff to meet the needs of the exceptional child.
2. The Exceptional Child. Harvest Christian School shall not admit children who maintain impairments of: a (severe or low incidence) based on professional evaluations, diagnosis, and programs of academic, behavior, physical, social, and psychological dimensions.
3. Extended considerations can be made at the total discretion of the administration for some gifted-talented or speech impaired students.* After enrollment at Harvest Christian School and later diagnosed as gifted-talented and or speech impaired only, These children will maintain current documentation from professional sources indicating that the mild condition does not affect educational, behavior and academic performances; if deemed necessary, therapeutic or consultative services must be addressed through outside agencies to remediate and/or alleviate the handicapping condition.
4. Harvest Christian School will mandate consistent progress reports on a 6 week basis; re-evaluation at least once (1) per year (Mandatory). All information must be presented to Harvest Christian School administration by the guardian, and conferences will be held concerning each document.
5. It is also imperative that the administration of Harvest Christian School use all documentation as part of the admissions, as well as, dismissal decision. Harvest Christian School reserves the right to recommend students who may be at risk to outside agencies.

6. Immediate dismissal will result for disseminating any fraud, such as undisclosed knowledge of referral and/or evaluation on a child that has been suspected of a diagnosis of having a disability. If the mandated documentation is not presented and maintained as stated above, Harvest Christian School will take immediate action in dismissing your child from our school. Parental involvement is mandated with consistency. No exceptions.

EXPLANATION OF TERMS HARVEST CHRISTIAN SCHOOL SPECIAL NEEDS POLICY

1. Harvest Christian School is a non-public-Parochial school, not regulated by Federal, State, City, and local systems.
2. Exceptional Child - a child who has been evaluated and diagnosed by qualified examiners in specific disciplines to have an exceptional ability which adversely affects the educational performance to the extent that Special Education and/or behavioral is required and needed.
3. Severe and low incidence impairments may include mental disabilities, Learning Disabilities, Emotional Disabilities, Terete Syndrome, Visual Impairments, Bilingual (ADD - ADHD), Orthopedic Impairment, Traumatic Brain Injury, Language - Severe Language Impaired - all dependent upon the intensity of the individual's needs.
4. Extended Considerations - A) Full recommendations of Administration; B) Review of complete evaluations, diagnosis, programs, and recommendation of other medical and educational professionals; C) Past school records - including 2 letters of reference; D) Interviews with student and parent.
5. Some Exceptional Children:
 - A. Gifted-Talented is possessive of demonstrated abilities that give evidence of high performance in academic and intellectual aptitude.
 - B. Speech Impaired Only - considerations for Articulation, Voice and Fluency with accelerated learning abilities.
6. Current Documentation:
 - A. Prior to Admissions - most recent evaluation: up to 6 months.
 - B. Re-entrance 're-evaluation
7. Pertinent Documentation :
 - A. Recent evaluation prior to registration.
 - B. Past school records - 2 letters of reference
 - C. Progress reports from (Therapy/consultation) sessions
 - D. Harvest Christian School - Behavior Intervention Form, Academic Intervention Form, and Academic Checklist of difficulties

WITHDRAWAL FROM SCHOOL

A parent wishing to withdraw a student from the Early Learning Center must be processed through the school office with a 30-day written notification to the school administrator. If such notice is duly given, tuition will be prorated to the weeks actually registered. Absent such notification will result in the full month's tuition assessed.

A withdrawal form may be obtained from the school office. The Principal or Administrator will verify the information on the withdrawal form to complete the process. The parent must also provide the name of the new school in which the student will be enrolled. On the student's last

day, a copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record. Withdrawing students and parents are expected to:

- Return all technology equipment, textbooks and other school materials;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, tuition, if any; and
- Sign a release of student records

DISMISSAL FROM SCHOOL

Dismissal is the permanent release of a student with no possibility of return.

Reasons for Dismissal:

1. Continued willful disobedience
2. Persistent defiance
3. Continued stealing (i.e.: money, tests, from teachers, and/or school property)
4. Fighting: continual, active involvement in fights, initiating or instigating other students to become involved in such. Intimidation of other students will not be allowed.
5. Possession, use, or sale of drugs, or alcoholic beverages. Any student found in possession of alcoholic beverages or drug substances, on or off campus, shall be dismissed.
6. Possession of any weapons or objects that might cause bodily harm.
7. Profanity or vulgarity, whether written or expressed verbally.
8. After the second suspension in one school year, a student may be dismissed from Harvest Christian School.

DENIAL OF RETURN

Denial of return is the denial of insuring a re-enrollment form to a student for the next academic year.

LOST AND FOUND

Anyone who finds books, clothing or other personal items left unattended should bring these items to the school office. Students who have lost these items should check at the school office. Items will be kept in lost and found for up to seven (7) days. All unclaimed items will be donated to a local charity or non-profit organization. Students should label all textbooks, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

MEALS

Children need healthy meals to learn. Harvest Christian School offers nutritious breakfasts and lunches to all students from Preschool to 8th grade every school day.

LUNCH PERIODS

All students will remain on campus during the lunch period. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by teachers.

The following guidelines apply to the cafeteria:

- Students must enter the lunchroom at the scheduled lunch time with his/her class
- Students must be polite and courteous to the cafeteria staff, teachers, and other students
- Students must feed themselves
- Students must be tidy, and clear all tables before leaving
- Students must talk in normal voice. No shouting or yelling is allowed. Student must use appropriate language at all times.
- Students must not throw food and other objects in the cafeteria.

BIRTHDAY PARTIES

Birthdays are big events for everyone. However, due to Covid-19 protocols, birthday parties are not allowed at the time.

CHAPEL

Bible classes are taught in class every day. Chapel service is held once every week. A communion service will be held once each semester.

PROGRAM

A Beka Curriculum

A Beka Book materials for Nursery- K4 gives children a good foundation in basic skills and motivates them to look forward to elementary school. Separate programs are available for ages 2-4 and advanced 4. A Beka Book has everything you need to make Nursery-K4 school a delightful learning experience for your child.

Pinnacle

Pinnacle is a creative, well designed curriculum for Early Learners. It begins by introducing the children to language skills by teaching the children new sounds, words, and songs. Provisions are made during Bible focus for the children to grow closer to God and to each other and the teachers.

Ideas are provided to enrich the classroom with murals that follow the theme for the week. Music Movement and finger plays also strengthen the theme and enhance cognitive language. Fine and gross motor activities provide social and emotional opportunities. Sensory and Art exploration furthermore develop the toddler.

Bible

Bible study is recognized here as a fundamental importance and is a required subject. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for a life to come. No other courses offered in the school afford the great opportunities for laying the foundation for Christian Character.

Indoor/Outdoor Play

Children can actively play and grow healthy by physically exercising their motor skills each day. Outdoor play in the fresh air is important to the child's physical development. Play periods are scheduled each morning and afternoon. On days when weather does not permit outside play the children will be able to actively exercise their bodies on equipment inside the facility.

Snacks

Please give the school a written doctor's report of any food your child is allergic to. Each afternoon a snack will be given to all of the children who are here.

Nursery Parents must provide breast milk, formula, diapers and wipes for their child. All food items and cereals must be PRE-MIXED. Label all bottles, nipples, blankets, and other items you bring to the Early Learning Center.

PERSONAL BELONGINGS

Your child should be comfortably and neatly dressed for class. Each child is required to have a complete change of clothes at school at all times. These personal belongings and clothing should be clearly marked with first and last names. Only disposable diapers are allowed. Infant diaper bags should contain: wipes, bibs, 6 to 8 diapers per day, socks, and any other personal items for a diaper change.

We understand that many young children are not fully potty/toilet trained and accidents happen. If your child is in this category, please bring all of the necessary supplies and clothing needed for children in the nursery, such as: socks, underwear, and/or seasonal clothes (top and bottom). These items will be kept at school and need to be labeled.

Teaches will work with potty training. Please potty train your child at home also. If your child is not potty trained, after a considerate about time (between 2-3 years old) he/she will be dismissed until progress is shown. If a child is 3 years old and has a bowel movement (BM) accident more than once a week or wets during nap time more than once a week, it is grounds for dismissal until progress is shown. Toilet trained means that a child is able to tell you ahead of time that they need to go to the restroom, they can pull up and down their own clothes (buttons, belts, zippers, etc.).

As a result of Covid-19, personal toys are not allowed at school.

Logos

We don't allow ungodly logos on any items including clothing, backpacks, or any other items. The following is a list of logos not allowed at Harvest Christian School Early Learning Center:

- Beauty and the Beast
- Magical Items (i.e. Barney, Mario, Aladdin, X-Men, or Harry Potter)
- Ninja Turtles/Power Rangers
- Sesame Street Items with Cookie Monster or Count Dracula
- Witches, Warlocks, Goblins, Ghosts
- Ying Yang Signs, etc.

SECTION III: FINANCIAL POLICIES

TUITION

Tuition is due on the first school day of each month. If the student's account is not paid in full by the 5th of the month, a \$50 late fee will be assessed to the account. If the tuition is not paid by the 12th day, the student will not be allowed to attend class. When the 12th falls on a weekend or holiday, tuition payment may be made on Monday. In cases where there is an unpaid balance and the student does not return to Harvest Christian School, student records will not be forwarded to any new school until all unpaid balances have been paid in full.

Upon student dismissal for nonpayment, Harvest Christian School will attempt to collect any money outstanding. If after three collection attempts your account is still outstanding, your account will be turned over to the Accounting Firm of Harvest Church for collections. Once turned over to the Accounting Firm additional fees may be applied against your balance.

TUITION PAYMENT

Harvest Christian School no longer accepts tuition payments in the office. Harvest Christian School receives tuition payments through FACTS Tuition Management Program. This is an automated payment plan. Your monthly tuition payment will be automatically deducted from your checking or savings account. Each family is required to complete a FACTS enrollment form online. FACTS will manage the tuition payments for Harvest Christian School –September through July. If parents refuse to set-up payments via FACTS and payments are made in the school office, a \$25.00 processing fee will be charged for each payment.

There is a one-time annual non-refundable FACTS enrollment fee of \$38.00 per family, per school year. Payments will be processed on the 5th of each month. **Failure to make full payment by the 12th of the month will result in your child being released from Harvest Christian School.** A \$25 FACT returned payment fee will be automatically deducted from your account for each returned payment. Parents are responsible for re-establishing the link with FACTS.

Families who choose to make full payment of tuition for the entire school year will receive a **4%** discount off the full payment. If you elect this option, your payment must be received in the school office prior to the first day of school.

TUITION REFUND

If a student is withdrawn or asked to withdraw, tuition for the current month will not be refunded. However, if a student's tuition has been paid for the year, a refund will be given for the period of time remaining in the school year, starting with the next calendar month following the required 30-day written notice. Refunds apply to prepaid full tuition only and not to any fees or other expenses paid by the parent. All other fees are non-refundable.

APPLICATION FEE

A \$75.00 Application Fee is due at the time the application is submitted to Harvest Christian School. The Application Fee is a one-time fee charged for processing the application.

ENROLLMENT FEES

Enrollment Fees are established each year by the administration and are listed in your enrollment packet. Enrollment fees are accepted year-round. Enrollment fees are per student and ensures placement at Harvest Christian School. Enrollment fees cover the cost of maintaining academic records, book fees, and student services. **Enrollment Fees are non-refundable.**

TUITION RATES

Tuition rates for the Early Learning Center are based upon the age of your child and the division he/she is placed. Please see the Harvest Christian School Fee Schedule for the current rate of tuition for each student enrolled. **There will be no arrangements for tuition payments. Full payment is expected each month, regardless of holidays, absences or school closings.**

DONATIONS AND GIFTS

Harvest Christian School is a non-profit corporation operating by faith. The tuition is kept as low as possible to make Christian education available to those who otherwise could not afford private schooling, but desire a Christ-centered education for their children. Because the tuition and fees do not cover operating costs, additional money is needed to meet regular operating expenses. Since our school is not only a business, but a **ministry**, we ask all those who share this vision of Christian education to supply the lack. All cash gifts or gifts of real property are tax deductible.

SECTION IV: STUDENT CODE OF CONDUCT

STANDARDS OF CONDUCT

The administrator reserves the right to dismiss a student who, in his or her judgment, does not conform either to the stated regulations governing student conduct, expressed principles, policies, or school programs.

Order is necessary to maintain an atmosphere of intellectual activity. Students should cooperate with school policies and rules not from fear of punishment, but from a deep understanding of God's plan for their lives. However, any student, who through action, behavior, dress or presence disrupts the normal routine of the educational process, or who follows a course of conduct which may reasonably be anticipated to be disruptive, will be subject to disciplinary action.

DISCIPLINE POLICY

Standards for good behavior are clearly communicated to the children at their level of understanding. In return, children will be expected to handle themselves in a socially acceptable manner. When behavior warrants correction, it will be given through verbal guidance and a short "time out" from their activity. Children who are exceptionally aggressive towards other children or the teachers will be asked not to return until there is significant improvement in their behavior. To the discretion of the school officials based on policy, a determination will be made whether or not the child can return to school. Upon readmitting a child into the school we will meet with the parent(s) and the child.

Students are expected to behave in an acceptable manner at all times. This includes showing proper respect to all other persons and their property, being attentive in class, and obeying rules at school-related functions such as field trips.

SCRIPTURE REFERENCES ON DISCIPLINE

The Scriptures remind us that the Lord Jesus Christ expects us to be disciplined in all aspects of life:

"Children obey your parents in all things, for this well pleasing unto the Lord."

Colossians 3:20

"For the commandment is a lamp, and the law is well pleasing unto the Lord."

Proverbs 6:23

"He is the way of life that keepeth instructions; but he that refuseth reproof erreth."

Proverbs 12:1

"Chasten thy son while there is hope, and let only thy soul spare for his crying."

Proverbs 19:18

"Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him."

Proverbs 22:15

HALLWAY GUIDELINES

Early Learning Center teachers will train children to:

- Follow school hallway procedures
- Walk, not run in the hallways
- No talking in the hallways

RESTROOM GUIDELINES

Two teachers or one teacher and teacher's aide will accompany the students to the restroom. One teacher will supervise the boys and the other teacher will supervise the girls. No HCS teacher or staff person are allowed to enter the restroom stall with the student nor assist them in pulling up or down their clothes. Students will:

- Throw all trash in receptacles
- Respect school property by not marking on anything
- Flush toilets & Wash their hands

If your student is potty training, they must be able to express the need to go to the restroom and know how to pull up and down their clothes without assistance. In the event of an accident, the student must be able to change his/her clothes with minimal assistance.

CAFETERIA GUIDELINES

- Early Learning Center teachers and students enter the lunchroom at the scheduled time
- Students are encouraged to:
 - Be polite to cafeteria staff, teachers, and other students.
 - Feed themselves
 - Be tidy and clear all tables before leaving
 - Not throw food and other objects in the cafeteria

DISCIPLINARY ACTION

Disciplinary Action may include, but not limited to, any of the following:

- Counsel/warn a student
- Administer a time out
- Contact parent/guardian
- Time-Out (one or more periods)
- Students sent home immediately, for 1 to 5 days.
- Student dismissed from Harvest Christian School

PLAYGROUND CONDUCT

All Students Will:

1. Walk to and from classrooms quietly and orderly using the hallways.
2. Keep hands to themselves, except in organized play.
3. Stay in their assigned play area.
4. Obtain permission for restroom usage.
5. Obtain the appropriate pass to enter other classrooms or offices.
6. Line up quietly in the areas designed for their class before school, after recess, before and after meals.

7. Walk into the classroom in an orderly manner, following the directions of the teacher or other adult supervising.
8. Refrain from playing in front of doorways and drinking fountains.
9. Refrain from wrestling, fighting, grabbing, pushing.
10. Remember to play ball and other games or sports in designated areas only.
11. Follow instructions of the teacher.
12. Refrain from climbing on trees, fences, and buildings.
13. Refrain from playing in areas around and behind shrubs, buildings, or beyond the supervisor's sight.
14. Stop playing immediately when the whistle is blown or instructed to return to the building.
15. Use playground equipment properly.

Serious abuse or prolonged misuse of school equipment will result in disciplinary action.

SCHOOL VISITORS

Guest speakers are scheduled by the HCS Administration Team. All other visitors must have the permission of the Early Learning Center Director and teacher. Visits cannot interfere with class instruction and are limited to 10 to 15 minutes per visit.

Parents are welcome to come and have lunch with their student on special occasions (birthdays, school luncheons).

Covid-19 or any contagious outbreak will result in no visitors being allowed on school premises.

SECTION V: STUDENT HEALTH AND SAFETY

GENERAL INFORMATION

Harvest Christian School Early Learning Center desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. We will take every precaution to safeguard your child against any illness. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. We do ask if your child isn't feeling well in any way, that you don't bring him/her to school that day. If your child becomes ill during the course of the day, we will call the parent immediately. A teacher or administrative official, who reasonably suspects that a student or employee has a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of illness. Any symptoms of a running nose, mucus, chest congestion, or sickness of any kind, your child will have to be picked up. A signed note from the doctor stating the sickness is not contagious (ring worms, pink eye, impetigo, strep throat, chicken pox, etc.) will be needed before the child can return to school. Harvest Christian School Early Learning Center has the right to determine if the child can return depending on the nature of the illness. If your child has a fever of 100 degrees or higher, your child must remain home for 24 hours after the temperature breaks. When the child is well enough to participate in a normal school day, please return the child to school.

NOTE TO PARENTS

Please inform your child's teacher of any disruption in their regular schedule such as amount of sleep, kinds of food eaten, health difficulty, unhappy emotional event, etc., that might affect the child during his/her time at school. This will help us to better meet your child's individual needs.

IMMUNIZATIONS

The State of Missouri required that every child in the state attending school be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. For more information about school vaccine requirements, please visit the Missouri Department of Health Services Immunization Branch website at: <http://dhss.mo.gov/immunizations>.

Proof of immunization may be shown through personal records from a licensed physician or public health clinic with a signature or rubber stamp validation. A copy of the student's current immunization records must be provided within the first 30 days of entering school.

IMMUNIZATION RECORDS REPORTING

The school's record of your student's immunization history, while private in most instances, may be inspected by the Missouri Department of Elementary and Secondary Education, local health departments and the Missouri Department of Health and transferred to other schools associated with the transfer of your student to those schools.

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school related activity and the parent cannot be reached, school personnel will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form, which includes information about their student's allergies to medications, etc. Parents should keep emergency care information up-to-date. Please contact the school office to update any information.

ADMINISTRATION OF MEDICATION

All medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

1. Medication prescribed by your child's physician brought to school must be submitted to the school office, along with a Medication Administration form signed by the parent.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner and filled by a pharmacist licensed in the State of Missouri.
3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time medication must be taken, and the method used to administer the medication. Medications sent to school in plastic baggies or unlabeled containers will NOT be administered.

Changes to daily medications require written instructions from the physician or advance nurse practitioner and written permission from the parent. Parents are responsible for advising the school office that a medication has been discontinued.

TOBACCO-FREE NOTICE

Smoking or using smokeless tobacco or electric smokeless cigarettes are not permitted in school buildings, vehicles, or on school property, or at school-related or school-sanctioned events off campus. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

ALCOHOL-FREE SCHOOL NOTICE

In order to provide a safe and alcohol-free environment for students, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary terms of the Student Code of Conduct.

DRUG-FREE SCHOOL NOTICE

Harvest Christian School believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school property or any school activity, regardless of its location. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

FIRE AND DISASTER DRILLS

Fire, evacuation, lock down, and tornado drills are held periodically throughout the school year. Students need to understand and follow these procedures. When the alarm is sounded, teachers and students must:

1. Turn lights out.
2. Walk rapidly, single file. Do not run or talk.
3. Take purse and valuables with you. Leave books and classroom materials behind.
4. Fire/ bomb threat: Proceed at least 500 ft. from the building. Do not re-enter the building until “all clear” bell is announced.
5. Lock down/ tornado: Stay with your group or class.
6. Follow the instructions of your teacher or staff.

Students must follow the directions of the teacher or others in charge quickly, quietly, and in an orderly manner.

EMERGENCY CLOSINGS

Weather conditions may occur which will make it necessary for the campus to be closed. Parents and students are advised to view the local television stations for announcements that the school

will be closed. Harvest Christian School will generally comply with the North Kansas City Schools closings. However, look for our school name in the list of school closings. If you do not see our name listed, we will have school that day.

Our calendar will allow weather closings of 2 days per school year. If the school is required to close more than 2 days, those days will be made up later during the school year.

SCHOOL CLOSINGS/HOLIDAYS

Harvest Christian School will be closed the following days during the school year:

- Labor Day
- Founder's Day
- Thanksgiving Break (*three days*)
- Christmas Break / New Year's Day (*1.5 to 2 weeks*)
- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Good Friday
- Resurrection Monday
- Staff Development Days
- After the Last Day of School Deep Clean Days
- Juneteenth
- Independence Day

SECTION VI: SCHOOL COMMUNICATION AND INFORMATION

UPDATES/MONTHLY CALENDAR/NEWSLETTERS

Please read your **Parent Updates, monthly calendars, newsletters, and memos** for the most current and up to date information on events and projects being sponsored by your school. **Check your child's backpack every day.**

PARENT - TEACHER CONFERENCES

There is **one** mandatory Parent - Teacher Conference scheduled for the year. Every parent is requested to attend each meeting for the benefit of his/her child and to obtain pertinent information concerning the school's program. Mandatory Parent-Teacher conferences will be held at the end of the first quarter. It is mandatory that all parents attend. Student's tests will be available for discussion by appointment only. These meetings will vary each school year. Parent or teacher may request conferences when needed. Refusal to attend will result in the child being dismissed until a parent attends the scheduled conference.

EVALUATIONS

Weekly progress reports and students' work are sent home every Friday. This report informs you of your child's academic work, behavior, attitude, weakness, and strengths.

Every nine weeks a report will be sent out also, and parents are asked to sign and return it. In addition, you may request a conference at any time. It is important that parents and teachers keep a good communication through email, in person, or on the phone.

PARENT COMMUNICATIONS

Parent and staff communication is very important. Bulletins and notes to parents will be placed in the child's crate each Friday. Please check daily to see if you have any messages. We will keep you well informed about the information within the school. It is important that parents take time to read the bulletins.

COOPERATION WITH LAW ENFORCEMENT OFFICIALS

It is the policy of Harvest Christian School to cooperate fully with the various law enforcement officials of our state, county, and city governments. We are required by law to report suspected physical or sexual abuse and truancy violations.

MEDICAL INSURANCE

Every student is required to have medical insurance provided by the parent upon entering Harvest Christian School. If a parent does not have a medical insurance policy, Harvest Christian School offers insurance sponsored by the Association of Christian Schools International.

PARENT VOLUNTEERS

Parents are encouraged to coordinate with ELC Director and/or their student's teacher to volunteer in the classroom, for special events and field trips.

PROFESSIONAL MANNERISM

Students must always address adults by "Mr., Ms., or Mrs." and their last name in the presence of other students. When appropriate, students must also address adults by their professional title (ex.: Bishop, Dr., Pastor, Min., etc.)

When responding to an adult Sir and Ma'am is used. Other courtesies such as may I, please and thank you should be used.

SECTION VII: APPENDIX A

HARVEST CHRISTIAN SCHOOL ALMA MATER

Chorus: We are the children of Harvest Christian School
Committed to the Lord
(And) Committed to excellence

Through Christ who strengthens us
We can do all things
We can reach our highest hopes
Achieve our biggest dreams

(Chorus)

Harvest Christian School
May the Glory of the Lord Shine on you
Hold high your banner
Children of the Lion of Judah
Forever lifting up the standard of truth
Forever lifting up the standard of truth

Harvest Christian School!!!!!!

SCHOOL POEMS & RECITATIONS

BECAUSE I AM A VOICE

Because I am a voice,
My future holds promise and purpose.

Because I am a voice,
I will shake nations and raise the consciousness of others.

Because I am a voice,
I will speak to problems and cause instant change.

Because I am a voice,
I will be used to rally people together in harmony.

My voice is the voice of the future.
It is the echo of those who have gone before me And ...
It is the sound of today.
My voice will bring change!
Donna Houpe © 2012

“I AM A SERIOUS CHILD”

I am a serious child. I am a serious child with serious goals. My life is destined to be filled with positivity. I am a worker. If it takes hard work to reach my goals, I will do it. I am a clean somebody. I know if I lie down with hogs, I will come up with mud. So I will work to keep my mind, my body, and my character clean. I am intelligent. My brain is a storage place. And I will fill it to the brim with knowledge, and look forward with hope of what tomorrow will bring. I am a child hero/heroine. I don't spend time wasting time, I don't spend time wasting time, I don't spend time wasting time. Because I know there is room in the top for me. I am the greatest somebody there is. I am the greatest somebody there is! I am the greatest somebody there is!! Start guiding me now, teacher. Start leading me now, teacher. Start praising me now, teacher. And you will see me rise-to the highest heights! Because I am a serious child!

THINKING

If you think you are beaten, you are.

If you think you dare not, you don't.

If you'd like to win but you think you can't, It's almost a cinch you won't.

If you think you'll lose, you're lost,

For out of the world we find

Success begins with a fellow's will -

It's all in the state of mind.

If you think you're outclassed, you are:

You've got to think high to rise;

You've got to be sure of yourself before

You can ever win a prize.

Life's battle doesn't always go

To strong or faster men;

But sooner or later the man who wins,

Is the one who thinks he can.

--Walter D. Wintle

TODAY, I'M GOING HIGHER

By: Dr. Donna Houpe

Today, I'm going higher -
Higher than I did on yesterday,
Strengthened by Jesus Christ
And this I pray.

Today, I'm going higher -
Higher than I've gone before
Seeking, listening -
And obeying the Lord.

Today, I'm going higher -
I'm shooting for the stars,
In Math, Reading, and Science
in Language - and more.

Today, I'm going higher -
For I am not alone,
For Jesus Christ, my Savior
is helping me along.

Today, I'm going higher -
I will not be defeated,
not this day, nor tomorrow
I shall not be mistreated.

Today, I'm going higher -
Higher - you'll see -
Because Jesus paid it all for me -
Now I have the Victory.

Today, I'm going higher -
There's no turning back,
Because you think I'm not worthy
Because of something I lack.

Today, I'm going higher
This world won't stop me now –
Jesus Christ is the way,
I shout it loud and proud!

Today, I'm going higher!!

Harvest Christian School Early Learning Center Poem
By: Dr. Donna L. Houpe

When I came to this school, I was very small
My teacher, the desks, and the chairs and even the
Fountain seemed oh so very big and tall.

With Jesus, I am growing up each and every day
Not only on the outside, but deep inside in many ways

My mind is being filled with lots of good things, you'll see
Like A,B,C's and 1,2,3's and blue, red, purple, and green.
My heart is being filled with love, hope, joy and peace.
So that I can become a witness that Jesus Christ lives in me.

My mouth will speak only those things that are good and pure
Like thank you, please, and yes ma'am and forgive me if you would
No – all of these are signs that I'm growing up just right.

Watch me grow, watch me stretch, watch me change before your eyes
Then you'll know that I've been to Harvest Christian School's Early Learning Center
Where Jesus resides.

PRAYER FOR HARVEST CHRISTIAN SCHOOL TEACHERS

Lord, thank you for teachers that have:

WISDOM to teach principles, as well as, facts;

VISION to know the results that will be exhibited in the lives of the children of Harvest Christian School;

LOVE for the unlovable, as well as, the lovely child;

PATIENCE that will extend forever and always.

HARVEST CHRISTIAN SCHOOL PRAYER TARGETS

Please pray the following targets during your prayer time.

1. **Vision**

Our vision is to win souls to the Kingdom of God. We are committed to evangelizing the students in the knowledge of Our Lord Jesus Christ.

Proverbs 11:30

2. **Pastor and Mrs. Houpe**

We are to pray for our leaders.

Ephesians 6:18-20

3. **Staff, Teachers, and Students**

In our 2010-2011 school year, we are continuing to aim for excellence.

4. Strength and courage comes to every staff member.

Ephesians 3:14-16

5. God shall supply all of the needs of Harvest Christian School parents, students and teachers according to His riches in Glory.

Philippians 4:19

6. The Lord will add to Harvest Christian School. **Acts 2:46-47b**

7. Parents will receive financial increase in their households. Parents will be able to pay tuition and fees promptly.

Malachi 3:10, Luke 6:38

8. None will despise the move of the Holy Ghost.

I Thessalonians 5:19; Ephesians 4:30

9. Call for the students and staff from the North, South, East, and West, whom God has assigned to Harvest Christian School.

Isaiah 43:5-6

10. Confess: I am a partaker in the work of God. (I Corinthians 3:9) Now this is the confidence that we have in Him . . .

I John 5:14,15

11. Harvest Christian School students will increase in knowledge, skills, literature, wisdom, and spiritually.

Daniel 1:17, 20

PLEDGES OF ALLEGIANCE

Each school day, students will recite the Pledge of Allegiance to the American flag, Allegiance to the Christian flag, and Allegiance to the Bible.

Allegiance to the American Flag

I pledge allegiance
To the flag
Of The United States of America
And to the Republic
For which it stands
One Nation, Under God, Indivisible
With liberty, and justice, for all

Allegiance to the Christian Flag

I pledge allegiance
To the Christian Flag
And to the Savior
For Whose kingdom it stands
One Savior, crucified, risen and coming again
With life and liberty for all who believe. Amen

Allegiance to the Bible

I pledge allegiance
To the Bible
God's Holy Word
I will make it a lamp unto my feet
And a light unto my path
I will hide its Word
Within my heart
That I may not sin against thee. Amen.

**Prophecy for Harvest Christian School
Given By
Dr. Dick Mills on April 7, 1997**

There will be signs and wonders in the area of academic excellence for Harvest Christian School. This school will become a beacon of light. I will break down all barriers of social, economic, and ethnicity. The ripple effect of Harvest Christian School will affect the whole Midwest. Many will take their children out of public schools as a result of this. There will be a ripple effect at Harvest Church. Harvest Christian School is truly “Training up Leaders to Impact Generations”.

Acts 1:8

SECTION VII: APPENDIX B

Harvest Christian School Complaints/Grievances Policy and Procedures

Policy

At Harvest Christian School we recognize that parents, students, staff and community members may experience disappointment or disapproval with the services provided. We seek to engage with such situations with the clear intent of reaching mutual understanding amongst the parties involved and for the purposes of improving the services provided at the School.

Rationale

Harvest Christian School is open to the concerns of parents, caregivers and students and any complaints or grievances will be received in a positive manner and will be taken seriously. The purpose of this Policy is to provide a student or parent/caregiver with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

Definition

A grievance is an unresolved problem. More specifically, it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal

The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

Principles

- Resolution of issues of concern and preservation of relationship should be the intent of all communication regarding a concern of a parent/caregiver or student.
- Parents and Caregivers have a recognized right to seek access to information about and clarification of circumstances relating to the education and welfare of children in their care.
- The School retains full responsibility for protecting members of the community, including staff, from circumstances that might be harmful to the individual's well-being or reputation.

- Concerns of parents/caregivers should be communicated to the school according to the accompanying procedures. Guidelines have been set in place to protect both staff and parents from unnecessarily escalating issues of concern whilst ensuring that matters of concern for a parent are heard openly and responded to appropriately.
- This policy does not have to be implemented at first complaint or grievance.
- When processing any parent/caregiver concern all parties are to show the utmost respect for the privacy of students, parents and staff. No other communication about the matter should be entered into with those not involved.
- All communication by staff and by parents/caregivers should be characterized by courtesy and respect.
- Staff are designated with hierarchical responsibility for resolving parental grievances in a manner that is in keeping with School policy and procedure.
- All issues of parent/caregiver grievance should be resolved at the lowest level of hierarchical responsibility as is possible to the mutual satisfaction of the School and the parents.
- A record of communication should be kept for all formal interviews.
- A formal written communication of the resolution of the grievance should be distributed to those involved in the process.
- Concerns relating to the Principal should be directed to the Executive Administrator.
- Some complaints, because of the seriousness of their nature, should be referred immediately to the Principal – e.g. complaints about behavior which places others at risk of serious harm.
- Parents must not approach the children of other families with a school-related complaint. It is also not advised to take up a school-related issue with another parent. This is often a sensitive area and in order to protect all the parties it is advisable to work through the relevant teacher or the Principal. (See Code of Conduct for Parents/Guardians/Visitors).

MAKING A COMPLAINT

Student/Parents to Teachers:

STEP 1: The first step is to contact the Harvest Christian School staff member who is most closely associated with the details of the complaint. You can do this by phone, email or by arranging an appointment at a mutually convenient time through the School office. Harvest Christian School requests that there is, initially, an attempt to informally resolve the issue.

STEP 2: If the matter is unresolved, the complainant should contact the Principal by phone or by email to provide information regarding the matter and the fact that the matter is unresolved. This is best done as soon as practicable following Step 1.

STEP 3: If the matter cannot be resolved with the Principal through mediation and/or informal resolution the complainant should formally notify the School in writing of the nature and details of the complaint. This is the **first** step of the Harvest Christian School formal complaint process.

1. The complainant needs to obtain a Harvest Christian School Complaint/Grievance Form, complete it in its entirety and submit it to the Harvest Christian School administration office.
2. Harvest Christian School administration will acknowledge receipt of the complaint within 5 working days of its receipt.
3. The formal complaints process will commence within 10 working days of the acknowledgement of the complaint.
4. The Principal will gather all the necessary facts about the complaint while keeping in mind the principles of natural justice of all parties concerned.
5. The Principal may choose to interview students without parents or staff members being present.
6. The formal complaints process can include:
 - a. Collecting and analyzing information relevant to the matter
 - b. Working collaboratively with all people involved
 - c. Finding the facts relating to the matter
 - d. Identifying any contributing factors to the matter
 - e. Documenting the investigation report or outcome
 - f. Recording and retaining records of the complaint for either internal or external review.

The complainant must co-operate with the investigation or a decision cannot be reached and the formal complaints process will be terminated. This will be communicated to the complainant, in writing, by the Principal.

STEP 4: Based on the facts gathered in Step 3 about the complaint, the Principal makes a decision on the complaint. At the conclusion of the investigation the Principal will provide the complainant with written advice of the decision, including reasons for the decision.

If the complaints procedure finds in favor of the parent/caregiver, Harvest Christian School will implement the decision and any corrective and preventative action required as soon as is practicable.

STEP 5: If the complaints procedure does not find in favor of the parent/caregiver or if the parent/caregiver is dissatisfied with the result of the complaints procedure, the complainant is encouraged to formally notify the Harvest Christian School Board of Directors of their complaint in writing. This is to be done in letter format, addressed to:

The Chairman: Harvest Christian School Board of Directors
Harvest Christian School
4300 N Corrington Ave.
Kansas City, MO 64117

Upon receipt of this letter, the Harvest Church administrative staff will record its receipt and ensure that the Board of Directors receives the letter as soon as possible.

The Board of Directors will acknowledge, in writing, receipt of the letter within 5 working days of its receipt.

The Board will not entertain requests until steps 1, 2, 3 and 4 have been completed.

The Board of Directors will provide a written response to the complainant within 30 school days of this acknowledgement. A copy of this communication will also be provided to the Principal.

Decisions by the Board of Directors are final. No further appeal will be granted.

Staff to Administration:

STEP 1: All concerns about the school must first be presented to the school principal. A respectful demeanor is required at all times.

STEP 2: If the matter is unresolved, the staff member may appeal the decision in writing to the Executive Administrator. The Executive Administrator will schedule a meeting to discuss the matter. Complaints at this level are documented by the head of the school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Executive Administrator will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination including reasons for the decision will be communicated in writing.

STEP 3: If the matter cannot be resolved with the Executive Administrator, the staff member may appeal to the Board of Directors in writing within two weeks of the Executive Administrator's final determination. This is to be done in letter format, addressed to:

The Chairman: Harvest Christian School Board of Directors
Harvest Christian School
4300 N Corrington Ave.
Kansas City, MO 64117

The Board will not entertain requests until steps 1 and 2 have been completed.

The staff member must co-operate with the investigation or a decision cannot be reached, and the formal complaints process will be terminated. This will be communicated to the staff member.

Upon receipt of this letter, the Harvest Church administrative staff will record its receipt and ensure that the Board of Directors receives the letter as soon as possible.

The Board of Directors will acknowledge, in writing, receipt of the letter within 5 working days of its receipt.

The Board of Directors will provide a written response to the complainant within 30 school days of this acknowledgement. A copy of this communication will also be provided to the Principal.

Decisions by the Board of Directors are final. No further appeal will be granted.

Volunteers to Staff/Administration:

STEP 1: If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for oversight.

STEP 2: If the problem is not resolved the volunteer should present the concern to the school principal. A respectful demeanor is required at all times.

STEP 3: If the matter is unresolved, the volunteer member may appeal the decision in writing to the Executive Administrator. The Executive Administrator will schedule a meeting to discuss the matter. Complaints at this level are documented by the head of the school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Executive Administrator will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination including reasons for the decision will be communicated in writing.

STEP 4: If the matter cannot be resolved with the Executive Administrator, the volunteer may appeal to the Board of Directors in writing within two weeks of the Executive Administrator's final determination. This is to be done in letter format, addressed to:

The Chairman: Harvest Christian School Board of Directors
Harvest Christian School
4300 N Corrington Ave.
Kansas City, MO 64117

The Board will not entertain requests until steps 1, 2 and 3 have been completed.

The volunteer must co-operate with the investigation or a decision cannot be reached, and the formal complaints process will be terminated. This will be communicated to the volunteer.

Upon receipt of this letter, the Harvest Church administrative staff will record its receipt and ensure that the Board of Directors receives the letter as soon as possible.

The Board of Directors will acknowledge, in writing, receipt of the letter within 5 working days of its receipt.

The Board of Directors will provide a written response to the complainant within 30 school days of this acknowledgement. A copy of this communication will also be provided to the Principal.

Decisions by the Board of Directors are final. No further appeal will be granted.

Confidentiality

All grievance proceedings, including details of any investigation and statements relating to it, are confidential to the parties concerned, with the exception of official bodies which have a right to require disclosure of information. Any breach of confidentiality may also be considered under the disciplinary policy.

**Harvest Christian School Handbook
Parent Agreement (Signature Sheet)**

We, the undersigned, have read in its entirety the contents of this Handbook, and agree to adhere to the principles, rules, and policies outlined therein. Our signature(s) below indicate our receipt of such guidelines.

Student's Name

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date