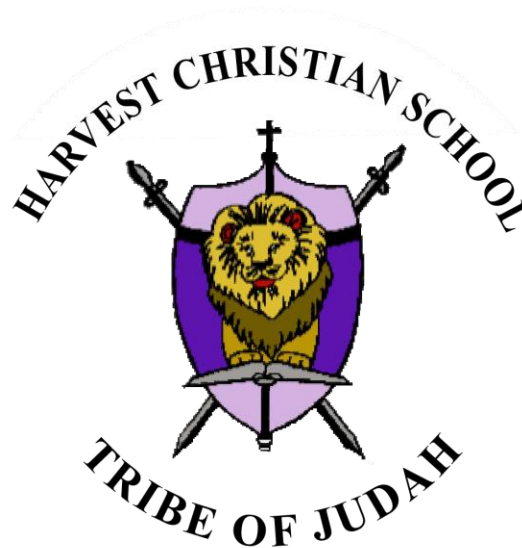


HARVEST CHRISTIAN SCHOOL

“Training Future Leaders”

2022 – 2023

Parent & Student Handbook



Senior Pastor Steve Houpe, Founder
Donna L. Houpe, Executive Administrator

(An Outreach Ministry of Harvest Church)

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Harvest Christian School is exempt from state licensure. We voluntarily follow and adhere to state guidelines and mandates. The HCS Board, Administration, Faculty and Staff are committed to ongoing self-monitoring to maintain compliance.

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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 2020-2021 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; others 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 child 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, our policies 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, church 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

Senior 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, encourage positive self-images, and demonstrate 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.

THE PURPOSE OF HARVEST CHRISTIAN SCHOOL

- 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, by providing daily Bible study, and emphasizing practical Christian living through a strong spiritual framework.

ACADEMIC: Provide an excellent and comprehensive Christian education by using the Christian curriculums of Bob Jones, Abeka, Pinnacle and more.

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

EMOTIONAL: Help children grow with a sense of security and self-worth; to mature and meet the challenges of learning and living by employing Christian teachers, who are dedicated to nurture all of the needs of their students.

SOCIAL: Teach students to relate to their peers, parents and teachers while encouraging Christian ethics and social growth by promoting open positive and honest communication skills.

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

BIRTH OF HARVEST CHRISTIAN SCHOOL

- Birthed out of prayer and a heart of love.
- God ministered to the heart of Pastor 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

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*)

The Bible is the inspired and only infallible and authoritative written Word of God. (*II Timothy 3:16; II Peter 1:21*)

The New Birth (to be born again) is necessary for all through confession and belief in the Lord Jesus Christ. (*Romans 10:9, 10; John 3:3-6*)

In the Baptism in the Holy Spirit. (*Acts 2:4; 10:44-48*)

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

Divine Healing: (*Matthew, Mark, Luke, and John*)

In the following ordinances:

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

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*)

HISTORY

Harvest Christian School was birthed out of the vision of Pastor Steve Houpe of Harvest Church in Kansas City, Missouri in 1990. Pastor Steve Houpe's vision was that every child would be afforded the opportunity of being educated in a Christian environment with a strong emphasis in academic excellence. His vision has been sustained for more than thirty years and 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 35 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 student and its staff are under the direct leadership and authority of the church.

SECTION II: GENERAL INFORMATION

ADMISSIONS POLICY

Harvest Christian School is open to anyone interested in securing a Christian education, from kindergarten through eighth grade. However, attendance at Harvest Christian School 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 Board/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:

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. Children entering kindergarten must be five years of age (six entering first grade) on/or before August 1st of any school year.
4. Families must actively attend and support an area Bible-believing church consistent with our State of Faith and receive a positive pastor's recommendation.
5. Placement testing is required for all new students entering lower elementary school grades. There is a nonrefundable fee for all testing.

6. An initial interview with parents will be required as part of the admission process for all students applying for admission.

Upon completion of all steps of enrollment, parents are notified as to whether their child has been accepted to the school.

7. All tuition and fees must be paid on/or before the first day of enrollment. All payments thereafter will be submitted via automated payment system.
8. Submit birth certificate, immunization records, church reference, and any other required documents.

ENROLLMENT PROCESS

I. APPLICATION:

All new students (K5-8th Grades) will be required to take an Assessment Test (Non-refundable Testing Fee Applies)

K5 -8th Grades Testing Fee- \$25.00

1. Age requirements - To enroll in Kindergarten, your child must be age 5 before August 1st.
2. Harvest Christian School will request recent medical evaluation if a child is suspected with serious illness (asthma, vision, hearing, etc.) and life-threatening allergies.
3. Assessment Test (\$25.00 non-refundable fee).
4. Complete application packet. Pay application fee. (Non-refundable; discount may be applicable.).
5. Interview * Student and parent / * Second interview may be necessary

II. PAPERWORK NEEDED

1. All Harvest Christian School Mandatory Application Forms
2. Birth Certificate
3. Up to date immunization records (DPT, DT, Polio, and MMR)
4. Social Security Card
5. Last year or current report card - 2.5 GPA Cumulative Record
6. Proof of income (when requested)
7. Proper identification (picture ID) of parent or guardian
8. Release of School Record Form, if transferring into HCS.
9. A phone call to the previous school will be made for students in grades K5-8th
10. If the student was dismissed from a former school, the reason must be indicated (academic, background, discipline concerns, etc.)
11. Record of unpaid tuition without a reputable reason must be made known.

III. ACCEPTANCE OR DENIAL

A letter will be mailed or emailed or a telephone call made within 2 weeks with the Administration's decision. Harvest Christian School reserves the right to admit students based upon certain condition such as academic or behavioral probation. The status of a student's acceptance will be determined prior to admission.

Reasons for Denial or Dismissal from Harvest Christian School:

1. Poor attitude toward leadership, teachers, and others.
2. Grade average is below 70 percentile; below grade level or below 2.0 GPA
3. Continuous behavior problems with no commitment of a changed lifestyle in personal testimony and character references.
4. Record of excessive unexcused absences and late arrivals at previous school.
5. Record of suspension and dismissal from previous schools based on inappropriate conduct or attitude.
6. Record of unpaid tuition without a reputable reason.
7. Conflict of interest with Philosophy and/or Policies and/or Statement of faith.
8. Refusal to cooperate with Harvest Christian School guidelines, policies and procedures.
9. Shows low academic performance or is unable to pass Assessment Exam for his/her grade.
10. A medical condition that limits Harvest Christian School staff assistance, such as, serious illnesses or injuries.
11. Harvest Christian School does not provide special education services.

Kindergarten & First Grade Entry:

On July 1, 1997, Senate Bill 572 went into effect in Missouri public school districts. Assessment testing for admittance into kindergarten was eliminated and replaced by kindergarten/first grade entry age of 5 (five) or 6 (six) by August 1. In 2008, House bill 1678, the Education of Military Children Act, amended the kindergarten/first grade entry requirements.

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 Assessment Exam, interview, and/ or the recommendations are received. You will be notified by mail within two weeks of the Administration's decision for acceptance. Harvest Christian School does not discriminate against any sex, race, color, age, or national origin.

RE-ENROLLMENT

Students who are presently enrolled at Harvest Christian School are given first opportunity to reenroll for the upcoming academic year. Accounts must be current in order for a student to be eligible for reenrollment. Paying the enrollment fee secures a place for your child for the coming school year.

Re-enrollment applications will be sent home in early spring for the following school year. Parents who are re-enrolling their child/children must submit a re-enrollment application with their enrollment fees paid in full to reserve a place for their child/children.

LEADERSHIP

The Board governs all campuses of Harvest Church and Harvest Christian School. The Board also institutes the Administrative Staff.

The Administrative Staff consists of the Executive Administrator, Principal, Administrative Coordinator and Financial Officer. 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.

STUDENT INFORMATION

Any student admitted to Harvest Christian School must provide records, such as report cards and recent achievement test scores from the previous school attended, to verify his or her academic standing. A copy of the student's birth certificate, social security card, and immunization records are also required.

TRANSFER STUDENTS

All incoming students will be expected to have an interview with a school official. Should the student's score be on the grade level to which the student has been previously promoted, the student will be admitted to that grade. It is the policy of the school not to accept transfer students whose accomplishments or behavior have not been up to acceptable standards. Students whose current work and/or behavior is not satisfactory may be asked to transfer out. An assessment exam is required.

A student transferring from another school must be in good academic standing. Should the student's accomplishments be below his grade level as evidenced by recent grade reports and/or standardized achievement test scores,

1. The child may be admitted on a probationary basis, or
2. Placed in a lower grade better suited for the student's achievement, or
3. Denied admittance.

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. Accreditation was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for all schools.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Each student's academic aptitude is evaluated through nationally standardized tests. Harvest Christian School is in the process of seeking accreditation from an outside educational institution. However, in the interim, we endeavor to provide the highest possible academic program.

EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS

These activities are designed to allow students to use the gifts God has given them and to develop each student as a whole person. It is our desire that in every activity we do, students will grow in character and bring glory to God. There are several guidelines that are in place for these

activities.

Academics

To participate, students must maintain a grade above a “C” to be eligible to participate in extracurricular activities.

Character

Since the character of a student is important, any student who has had discipline issues during the year may not be allowed to participate in extracurricular activities. In every activity, we want our parents, students, and staff to set a Christ-like example.

Attendance

School attendance is important. Therefore, a student must be at school at least half the day to participate in a school extracurricular activity. A doctor appointment that takes the student out of school for a few hours is permitted. If a student is too sick to come to school, they should not be involved in an after-school activity that day.

REGULATIONS

1. Every activity/organization must be approved by the Administration team.
2. No activity/organization shall hold any meeting without a sponsor.
3. No student shall be president of two organizations.
4. No activity/organization presentations unless approved by Administration team.

ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education. We view the whole school day as valuable and important. Classes are scheduled until departure time. Parents are asked not to pick up their students early unless there is an emergency or a scheduled appointment. For security purposes, parents bringing or taking children outside of normal times must sign their child in and out in the school office.

If a student is absent, parents should notify the school each day of their child’s absence. This will confirm parental knowledge and consent for the student’s absence. If parents have not previously called, the first day a student returns to school after an absence, must bring a dated written note from their parent indicating the reason for the absence to the teacher.

Absences from class may result in serious disruption of a student’s mastery of the instructional materials. Therefore, students and parents should make every effort to avoid unnecessary absences.

ABSENCE AND TARDINESS

ABSENCE IN GENERAL

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent that described the reason for the absence. A note signed by the student, even with the parent’s permission, will not be acceptable. There will be no excused absences unless approved by the school administration. Any student, who is absent **20 days** unexcused, cannot pass the school year. On day 21, the child officially fails the school year or repeats the grade.

TYPES OF ABSENCES

The school recognizes two kinds of absences: excused and unexcused. Parents and students must read this section carefully to understand the school's expectations.

EXCUSED ABSENCES

An absence will be considered excused if the absence is for one or more of the following reasons:

1. Personal illness that do not exceed three (3) consecutive days. Illnesses that extend three (3) or more days will require a doctor's note to return.
2. Doctor or dentist appointment
3. Death of a family member
4. Family emergency or illness
5. Pre-approved family trip, all course work must be made up
6. Traffic accident
7. Court appearance
8. Unusual circumstance deemed excusable by the Principal

UNEXCUSED ABSENCES

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

1. Taking care of younger siblings
2. Staying home to avoid examinations
3. Student suspension
4. Running late/oversleeping
5. Inclement weather (*if school is open*)

MAKE-UP WORK

It is expected that students will make up any missed work due to an absence. However, teachers will have to review each case individually. Parents should be encouraged to pick up student assignments and books for a prolonged absence. Students are responsible for checking with teachers for any missed work. Any assignment(s) not completed in the time allotted will result in a zero for the missing assignment(s).

TARDINESS

The school's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving to school and class on time is an integral part of the school's standard of excellence, which helps prepare the students for success.

Tardy arrivals are disruptive to the classroom and also have an adverse effect on your child's educational progress. All students arriving after and 8:30 am must be signed in for the day. There will be no exceptions to this policy. *Running late is an "unexcused" tardy.

Tardy pick ups extends the day for your student and teachers. Late fees will be assessed to every student who is not picked up within fifteen minutes of the designated time of dismissal.

Emergencies occur, if you are going to be late picking up your student please notify the school office.

TRUANCY

Truancy is not something that the state of Missouri takes lightly. Truancy Court was created to hold parents responsible for making sure their child(ren) get to school. Parents may be sent to truancy court if their child misses **10 or more** days of school without a verifiable reason. If a parent receives a notice to appear in truancy court and fails to appear, a warrant may be put out for his or her arrest.

A student is truant when he/she is absent from school with or without the consent of their parent or absent from class without the teacher's permission. You are truant if you:

1. Leave school without signing out
2. Leave school at lunch without a pass or permission
3. Absent without proper permission from your parent
4. Obtain a pass to a certain place and do not report there
5. Become ill and go home or stay in the restroom instead of reporting to the administrative office
6. Come to school but do not attend class
7. Accumulates absences that meet or exceeds the state of Missouri's truancy law

DISMISSAL POLICY

Students who are not riding the school bus (if applicable) or enrolled in the Leadership Academy must be picked up no later than fifteen minutes after scheduled dismissal each day. Student should not be in the corridors, at their cubby, or in the school building later than ten minutes following dismissal time unless accompanied by a staff member. Students must follow all school rules during dismissal time.

EARLY DISMISSAL POLICY

Parents/Guardians must send a written statement or telephone thirty minutes to one hour in advance for early dismissal of a student.

In all instances of early dismissal, the following precautions are taken to ensure student safety:

- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by a parent or guardian to act on his or her behalf.

CAR LINE STUDENT INFORMATION

Students that are brought to school or picked up at school during regular school hours are considered **Car Line Students**. Parents are to follow these guidelines when bringing their children to Harvest Christian School each morning.

Drive up the main road, to the West Wing of the building, turn into the school parking area and pull up to the entrance way. **Walk your student into the building and check him/her in at the kiosk.**

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 1:00 p.m. Authorization release form 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 and have the parent's kiosk identification number to sign the student out.

BUS TRANSPORTATION INFORMATION

Buses will transport students to and from school. The buses will have designated points and times. A map will be available upon request in the school office. Alternate bus stops may be used on those days when hazardous weather conditions negate regular stops. Fees for bus transportation will be assessed on a monthly basis. All payments will be made with tuition the following month.

BUS PROCEDURES AND RULES

We thank God for providing buses to transport our students. It is very important that your child understands the privileges of riding our buses. It is important for your child to abide by the rules and guidelines we have established to make sure everyone riding the buses are safe. The following rules apply when riding the school bus:

- No hitting
- No fighting
- No jumping on the seats
- No standing on the bus while the bus is moving
- No disrespect to the bus driver (*Talking back*)
- No loud disruptive talking or yelling on the bus
- No actions that will distract the driver from their assigned duty of driving

Disobedience will not be tolerated! If your child disobeys the rules listed above, they will be subject to the following disciplinary actions:

- **1st Offense** – Note sent home to parents
- **2nd Offense** – Student suspended from riding the bus for 1 week
- **3rd Offense** – Student / parent conference
- **4th Offense** – Student suspended from riding the bus indefinitely

Please review this information with your child as soon as possible. We will abide by these rules. There will be **no exceptions**. We want to continue to provide safe and secure bus transportation for our students. Thank you for your continued support and cooperation.

LEADERSHIP ACADEMY

Leadership Academy was developed to further the school's mission of partnering with parents by providing quality care in a compassionate environment for those who need supervision outside regular classroom hours. A snack is served each day and opportunities are provided to play games, visit, work on homework, make crafts, and strengthen friendships. Leadership Academy emphasizes character traits to allow students opportunities to learn and practice a variety of Christ-honoring traits.

Families choosing to utilize Leadership Academy should be aware of the following expectations:

- Although staff understands the need for students to be able to relax after the structure of a school day, it is equally important for the students to agree to respect the staff and to treat other students kindly.
- Leadership Academy allows students of varying ages to mingle together and expects that the older students will be good role models for the younger students.

Before-school Leadership Academy will provide service from 7:30 -8:15 am Monday through Friday and includes breakfast.

After-school Leadership Academy will provide service from 4:15 to 5:15 p.m.

If your child is not picked up by 4:15 p.m., your child will automatically be placed in after-school Leadership Academy and a payment of \$15.00 will be due on that day. If your child is left more than three times, he/she will automatically be enrolled in Leadership Academy and a \$50.00 enrollment fee will be added to your account. Do not leave your child in Leadership Academy unless you see the teacher in the morning and check your child in, so please allow enough time for this.

Leadership Academy services are available only on regular school days. On evenings that school / church programs are scheduled, Leadership Academy will be canceled. Prior notification may not be given.

Students should never be roaming the halls or in a classroom before or after school without permission.

****After 5:20 p.m., you are considered late and will be assessed a \$3.00 charge for every 5 minutes thereafter. The fee is due in full upon pick up. Consistent late pickup will result in dismissal from the Leadership Academy program. ****

LEADERSHIP ACADEMY FEES

Leadership Academy fees are charged on a monthly rate. Please see the Harvest Christian School Fee Schedule for the current rate for each student enrolled. Parents interested in Leadership Academy must complete an enrollment form. Fees are due when tuition is due each month. **No exceptions.**

WITHDRAWAL FROM SCHOOL

A parent wishing to withdraw a student from the school 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 and attended. 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 student and a copy placed in the student's permanent record. Withdrawing students and parents are expected to:

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

RE-ENTRY TO THE SCHOOL

A parent wishing to re-enroll a student after they have been withdrawn, must submit a request in writing. If approved by the Board and Executive Administrator, the student must wait until the end of the current quarter before they will be allowed to return. If not approved, the student cannot return to Harvest Christian School.

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. Stealing (i.e.: money, tests, and/or school property)
4. Threatening peers, faculty, or staff with bodily harm or financial hardship
5. Fighting: continual, active involvement in fights, initiating or instigating other students to become involved in such. Intimidation of other students will not be allowed.
6. 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.
7. Possession of any weapons or objects that might cause bodily harm.
8. Profanity or vulgarity, whether written or expressed verbally.
9. Misuse and abuse of school property that is meant to further education
10. 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 issuing a re-enrollment form to a student for the next academic year.

UNIFORM/DRESS AND GROOMING POLICY

At Harvest Christian School, students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach proper grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by various dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code standard of excellence. Parents are responsible for providing their student(s) with the required school uniform.

For detailed information on Harvest Christian School uniforms, please go to www.cookieskids.com.

NOTICE TO PARENTS AND STUDENTS

If a student arrives at school out of uniform or is groomed inappropriately, the student's parents will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

ADDITIONAL UNIFORM POLICY AND GROOMING REQUIREMENTS

In addition to wearing proper school uniforms, Harvest Christian School requires that students adhere to the following dress code guidelines:

Pants and Slacks

- No jeans or cargo-style pants may be worn
- Pants may not be baggy or sag, or have a low waistline
- Pants must be worn properly at waist
- Pant legs must not be rolled up
- Belts must fit properly and not hang down when buckled

Skirts/Jumpers

- Skirts must touch the top of knees. Nothing shorter.

Footwear

- **Socks:** White, navy blue, or black ankle or knee socks must be worn at all times. **No "footies" are allowed**
- **Shoes:** All students must wear white tennis/athletic shoes with white soles only. No other shoes are allowed.
- **Shoelaces** must be tied at all time. No long shoelaces are allowed
- **Shoes** must be kept clean at all times

Personal Appearance

- No facial or body piercings are allowed. However, girls are allowed to wear stud earrings and hoop earrings no larger than three (3) inches
- No tattoos temporary or otherwise are allowed
- Jewelry other than those items specified above are not allowed

- Braids for girls are allowed, however they must be kept in a neat and appropriate manner
- Dreadlocks are not allowed
- Tails, and afros for boys are not allowed. All hair must be kept no higher than one (1) inches and well groomed. Based on the texture of your child's hair, it may need to be cut shorter.
- Braids for boys are to lay neatly on the head, edges should be lined, and braid should not exceed shoulder length
- Girls may wear tasteful nail polish that does not call attention to the student

Outerwear

- No hats, caps, bandannas, or other headwear are allowed in class
- No outerwear, such as windbreakers, jean jackets, or sweatshirts, may be worn inside the classroom. These items must be stored in the student's cubby
- Only approved Harvest Christian School outerwear garments are allowed in the classroom

DRESS CODE ON FREE DRESS DAYS

All general guidelines for dress apply on free dress days, even though school uniforms are not mandatory. Parents will be called to bring a change of clothes or pick up a child if he or she violates the dress code.

- Garments must be free of holes, tears, inappropriate wording, logos, messages or advertising
- No short, skintight, or bicycle legging dresses or skirts may be worn
- All dresses must have sleeves
- Students may not wear low cut midriff baring or backless blouses
- Students may wear jeans, but they cannot be tight or skinny jeans
- Clothing items must not depict images of violence

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 dispose of plates and utensils in garbage bins
- Students must keep tables, seats, and floors clean
- Students must talk in normal voice. No shouting or yelling is allowed. Student must use appropriate language at all times.
- Students must keep cafeteria lines orderly; no pushing, running, horse playing or cutting in lines
- Students may not loiter in the cafeteria and hallways during lunch. Students must remain seated unless otherwise instructed
- Students are not to leave leftover food or containers in the refrigerator
- Students are to place chairs upright when finished

BIRTHDAY PARTIES

Birthday parties can be held during your child's school lunch period. However, we ask that parents contact the school office in advance to make the necessary arrangements. All food and drink items must be store bought. Parents or guardians must be present. They must set up prior to the party and clean up after the party has taken place. Parents and guardians are allowed to take pictures.

TELEPHONE

Students will not be permitted to use the school phone except in cases of emergency.

AWARDS CEREMONY

Before the end of each school year, a formal end of the year awards program is held. A variety of awards are earned throughout the school year and students are recognized for their achievements.

FIELD TRIPS

Educational excursions provide a regular incentive to those who meet all the minimum responsibilities for the month. Off-campus trips are a real enjoyment for the students; they are designed primarily to reward effort and then to enrich learning. Teachers may ask students to take notes and complete tests upon returning to school.

CLOSED CAMPUS

Harvest Christian School operates a closed campus. Students are not allowed to leave the campus for any reason during the school day without properly checking out in accordance with school rules and procedures.

SCHOOL FACILITY

CARE AND USE OF SCHOOL PROPERTY

Our school is a precious gift from God. The Word charges us to be good stewards. All students will be held accountable for damage or loss of property including books, furniture, musical instruments, etc. Any student who willfully defaces, cuts, or otherwise injures in any way, property, real or personal, belonging to a school is liable for suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the student.

1. Students are responsible for taking proper care of textbooks, library books, and personal belongings. Damage to or loss of any textbook or library book will result in a fee.
2. Students or parents/guardians will be held financially responsible for damage to desks, walls, and other school property. Students responsible for damage will be subject to disciplinary action.
3. Students will walk on the sidewalks when entering and leaving all school facilities.
4. Food and drinks shall be consumed in designated areas at authorized eating breaks. Students will leave tables and the surrounding areas clean.
5. The education of youngsters represents a large investment. Every time a student mishandles a book, carves on a desk, writes on a wall, breaks a window, destroys equipment or damages materials, a portion of the investment is wasted.

DAMAGE OF PROPERTY

Students that are responsible for damaging school or church property will be required to replace the damaged property. Parents may be notified by note or phone call.

TRASH

Each student must attend to his or her responsibility in depositing personal trash, lunch containers, etc., in designated containers.

ANIMALS ON SCHOOL PROPERTY

In the general interest of safety and sanitation, and except on expressed written permission from the designated teacher with principal approval, animals shall not be allowed on campus.

BOOT CAMP (Basic Organizational Operational Training)

Harvest Christian School's Boot Camp is a three day program with emphasis on building the character of Christ, establishing excellence and order, for all new students enrolling for the upcoming school year.

STUDENT PROBATION PERIOD

All new students attending Harvest Christian School will be observed for a probation period of 9 weeks. If, for any reason, during this period we determine your child is NOT complying with Harvest Christian School rules and/or policy, we reserve the right to release your child as a student. Your child may be dismissed at any time during this probationary period.

FIRST DAY INFORMATION

Children should enter into the school at the West Wing of the building. It is best that parents leave the child with the teacher on the first day. (This pertains to Kindergarten and First-time students.) When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher. Car line children will be brought to the car loading area at dismissal time.

CHAPEL

Bible classes are taught in class every day. Chapel services will be held once every month. A communion service will be held once every quarter.

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 will no longer accept tuition payments in the office. Harvest Christian School will be receiving 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 May. Beginning in the month of October, if Harvest Christian School has to manually collect tuition payments in the office, a \$50.00 processing fee will be charged.

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. If the automatic payment is returned, the parent must make a payment in the form of cash or money order in the Harvest Christian School office by the 12th of the same month. **Failure to make full payment by the 12th of the month will result in your child being released from Harvest Christian School.** More than three occurrences of payments being made in the office, due to returned payment, could lead to the student being dismissed 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.

This year Harvest Christian School will **institute the following change**: The monthly bank draft will include Tuition, Leadership Academy, and bus. The Tuition, Leadership Academy, and bus charges will be calculated over 9 months for the bank draft.

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.

WITHDRAWALS

All withdrawals from school must be processed through the school office with a 30-day written notification to the school administrator prior to withdrawing a student from the school.

TESTING FEES

Each new enrolling student will be given an Assessment Exam to find the level of their ability in each subject. The test will determine the student's level. Testing fees are \$20.00 per student and are payable at the time of testing. **Testing fees are non-refundable.**

ENROLLMENT FEES

Enrollment Fees are established each year by school administration and are listed in your enrollment packet. Enrollment is accepted year-round. Enrollment fees are per student.

Enrollment Fees are non-refundable.

For all students K5 through 8th grade, enrollment fees are due at the time of application. This amount is non-refundable and non-transferable should the student cancel for any reason. Book, Music, Activity, and Lab fees are included in the enrollment fee.

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.

INSUFFICIENT CHECK PAYMENTS

When a check is returned to Harvest Christian School for insufficient funds, the check cannot be put through again. Parents will be allowed 2 days to return the full amount of the check, plus a \$35 returned check fee to the office in cash or a money order. On the 3rd day, your child will not be allowed to attend class until the fee has been paid in full. The days your child is absent will be recorded as "unexcused" absences. After the second returned check for insufficient funds, the parents will be placed on a "Cash Only" basis with the school.

There will be no arrangements for tuition payments. Full payment is expected each month, regardless of holidays, absences or school closings.

SECTION IV: STUDENT HEALTH AND SAFETY

GENERAL INFORMATION

Student health and safety is a high priority at Harvest Christian School. Student cooperation is essential to ensuring health and safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the behavioral standards in this Handbook, including the Student Code of Conduct, as well as any additional rules for behavior and safety set forth by the Executive Administrator, Principal, teachers, or other school staff.
- Remain alert to and promptly report safety hazards, such as intruders on campus and threats made by a person toward a student or staff member.
- Know the emergency evacuation routes and signals
- Immediately follow instructions from staff members who are overseeing student welfare.

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.

ARTICLES PROHIBITED IN THE SCHOOL

Students are prohibited from bringing articles which are hazardous to the safety of others or interfere with school procedures. Such items as toy guns, bean shooters, sling shots, knives, hard balls, etc. are prohibited from the premises of Harvest Christian School. Other prohibited items are electronic equipment such as mp3 players, iPods, cell phones, or any items of the sort. Articles will be confiscated by the administration and a decision will be made as to what will be done with the confiscated item. The school will not accept responsibility for any items. Guns, drugs, or alcohol use are strictly prohibited from Harvest Christian School.

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.

ILLNESS DURING THE SCHOOL DAY

Harvest Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. 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. A teacher or administrative official, who reasonably suspects that a student or employee has a communicable disease, shall immediately notify the school principal. Any student or employee with 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.

For the welfare of your child and others in the school, ***all children who are sick must be kept at home.*** When the child is well enough to participate in a normal school day, please return the child to school. **No medication will be administered to the child!** A signed note from the doctor will be required before your child may return to school when a contagious sickness occurs.

Students becoming ill or injured during the school day are directed to report to the school office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate.

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.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

STATEMENT OF NONDISCRIMINATION

Harvest Christian School prohibits discrimination, including harassment, against any student on the basis of sex, race, color, age, national origin, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of school policy.

DISCRIMINATION

For purposes of this policy, discrimination against a student is defined as conduct directed at a student on the basis of sex, race, color, age, national origin, or any other basis prohibited by law, that adversely affects the student.

PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's sex, race, color, age, national origin, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive education environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

RETALIATION

Harvest Christian School prohibits retaliation against a student alleged to have experienced discrimination or harassment, or another student who, in good faith, makes a report, served as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, is subject to appropriate discipline.

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to the Principal, a teacher, or other staff member. A report may be made orally or in writing. Any staff member who receives notice that a student has or may have experienced prohibited harassment must immediately notify the Principal or Executive Administrator.

FREEDOM FROM BULLYING

Harvest Christian School believes each person is made in the image of God and is worthy of respect. Harvest Christian School prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or groups of students engage(s) in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage of to the students property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Any conduct that has the effect of insulting or demeaning a student or group of students in such a way to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment will not be tolerated.

Consequences of bullying will be administered in accordance with the school's discipline policy. Luke 6:31 – *“Do unto to others as you would have them do unto you.”*

REPORTING PROCEDURES

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, or other staff member. A report may be made orally or in writing. Any staff member who receives notice that a student has or may have experienced bullying must immediately notify the Principal or Executive Administrator.

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.

CLASSROOM CONDUCT

1. Each student is expected to be in his or her seat on time.
2. Students will respect the authority of the teacher at all times.
3. Students are required to bring all necessary materials to class, such as pencils, paper, textbooks, notebooks, etc. Homework will be provided in order to reinforce skills taught at school. Assignments will vary for each grade. Please check with your child or children to see that they are completing the homework. **HOMEWORK IS TO BE SIGNED BY A PARENT OR GUARDIAN BEFORE IT IS RETURNED.** (This pertains to the elementary students, only.)
4. Students are expected to assist teachers and the administration of keeping the classroom and school grounds clean. All property is dedicated to the service of the Lord and must be valued.
5. Students will not leave the classroom, library, or other school-related building unless authorized to do so.

CLASSROOM GUIDELINES

1. Upon entering the classroom, take your seat promptly and quietly
2. Raise your hand when you wish to speak
3. Bring proper equipment and supplies to class
4. Gum, candy, and pop are not allowed in classrooms or hallways

HALLWAY GUIDELINES

1. Follow school hallways procedures
2. Walk. Do not run in the hallways
3. Limit talking in the hallways

RESTROOM GUIDELINES

1. Thoroughly wash hands before leaving the restroom
2. Throw all trash in the receptacles
3. Have a hall pass

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, and after lunch.
7. Walk into the classroom in an orderly manner, following the directions of the teacher or other adult supervision.
8. Refrain from playing in front of doorways and drinking fountains.
9. Refrain from wrestling, fighting, grabbing, pushing,
10. Remember to play handball 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

Visitors for educational purposes are welcomed at the school. Visitors must sign in with the school office and present a valid photo ID upon arrival. Parents must also check in at the school office. Guests should not be brought to school without prior approval.

It is the desire for the school and faculty to be of service to both parent and student. Each teacher welcomes a visit from any parent however; such visits should be made by a definite appointment and held for 15 minutes with the teacher at a convenient time.

FIRE AND DISASTER DRILLS

Fire, evacuation, 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. Proceed at least 500 ft. from the building. Do not re-enter the building until "all clear" bell is sounded.
5. 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 or receive a phone call advising of the school closure. Generally, Harvest Christian School will comply with the North Kansas City School District closings. However, look for our school name in the list of school closings. If you do not see our name listed, or received a phone call from the school, 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 Years Day (*two weeks*)
- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Good Friday
- Resurrection Monday
- Staff Development Days
- After the Last Day of School

SECTION V: ACADEMICS AND GRADING

PROGRESS REPORTS/REPORT CARDS AND GRADING SCALE

Harvest Christian School will issue progress reports for each student every 4 ½ weeks. If a student is experiencing difficulty during this period, the student's parents will be required to meet with the teacher in a Parent-Teacher conference. At that time, the progress report will not be given to the student, but to the parent at the time of the conference.

Report cards will be issued for each student at the end of each nine week period. Parents are strongly encouraged to schedule a conference with their child's teacher if the student is not making adequate progress.

All classes will follow a standard scale for assigning letter grades for quarterly periods, finals and semester work. Student grades will correspond with the following scale:

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = Below 60%

Regular academic course letter grades have the following GPA weights:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

HONOR ROLL

Recognition of achievement is an important part of the academic program at Harvest Christian School. Each child is encouraged to strive toward a place on the honor roll. We believe that positive reinforcement of the Honor Roll System helps inspire students to maximum achievement. Below are listed the requirements for the quarterly honor roll.

- Founder's List 4.0 GPA
- Principal's List 3.5 – 3.9 GPA
- Honor Roll List 3.0 – 3.4 GPA (no C's)

HOMEWORK POLICY

Students are expected to work hard during school hours eliminating the need for long homework assignments. However, if a student is having difficulty in a particular subject, need more time to complete realistic goals, or if time is not used wisely, homework assignments will be given. Parents will be notified of the homework assignment and are asked to review your child's "**Agenda**". This simply keeps the parent aware of homework that is assigned. Completion is the responsibility of the student. Middle school students will not always be able to complete their goals during the school day and should expect homework. There will be no written homework assigned to students on Wednesday's due to church services or church functions.

Each student is required to complete his homework assignment on time. Homework is given for several reasons:

1. **Reinforcement:** We believe that most students require an adequate amount of review to master material essential to their educational process.
2. **Practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **Special Projects:** Books reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request the parents' full cooperation in seeing that the daily homework assignment sheets are completed and returned. Failure to complete homework will affect the student's daily grade.

When parents fail to cooperate in helping their child with homework, a conference will be held along with their child to discuss the situation. At that time, a determination will be made to decide whether or not your child will benefit by continuing to attend Harvest Christian School.

PROMOTION REQUIREMENTS

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level.

- A. **Elementary Grades:** To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70% or above which is derived by averaging the final numerical grade for Language Arts, Reading, Bible, Mathematics, Social Studies, and Science.
- B. **Middle School:** To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70% or above in all core subjects. Failure to maintain 70% will initially lead to an academic intervention

GRADE PROMOTIONS

At the end of the school year, your child's academic record will be reviewed by the teacher regarding grade promotions. A student must pass 4 out of the 6 academic subjects with 70% or higher. The subjects are: Bible, Math, Reading, Language, Science, and History. If there is a question or concern whether or not your child will be promoted, the final decision will be based on the recommendation of your child's teacher and school administration.

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

ASSESSMENT / ACHIEVEMENT TEST

Harvest Christian School administers a standardized achievement test to each of its students (K5 - 8th) yearly. This method of testing is used to measure the student's academic progress and potential. This school uses the Iowa Assessment & Cog Test. This test will identify students who are not making satisfactory progress and help us identify areas of weakness. These tests also provide both the school and the parents with a valuable resource to access comparative educational growth.

CURRICULUM

Harvest Christian School contends that if a school is Christian, the base curriculum must be Christian. We use the A Beka and Bob Jones Curricula, which is in harmony with the Bible. The A Beka and Bob Jones curricula are strong and train students in the Bible, Christian character, language and traditional subject matter. A Beka is an accelerated program for Pre-Kindergarten through 8th grade students.

TESTING PROCEDURES

Make-up tests are allowed when the majority of the students fail the test due to "not understanding" the material. This will be done at the teacher's discretion. Test make-ups are allowed only for excused absences. Some review work may be assigned if tests are due on Thursday.

LIBRARY

Students in grades K5-8th regularly visit the school library. Students may visit for story-time, as well as, researching. Also, a number of educational activities will be held in the library.

BIBLE

All students are required to have a New King James Bible at school. 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 life to come. No other course offered in the school affords the great opportunities for laying the foundation for Christian character. Each student is required to bring his/her own Bible to school daily.

MUSIC

The primary goal of the music program is to develop the awareness and sensitivity that is part of each child's nature. Instruction is designed to develop a deeper appreciation of music and the art of music expression, develop an understanding of the fundamentals of music, and affirm and validate the experiences of the student. The ultimate goal of our music program is to train students to worship God using the basic principles for singing and vocal production.

ART

It is important for students to experience art both as an artist and as an audience. Our program has been structured for our students to get the best of both. By participating in the art program, our students will develop the fundamentals of art; have the opportunity to explore their own ideas as well as other artists. They will explore the role of visual images in their own daily lives, and have the chance to meet actual artists.

DANCE

Our dance classes are where worship and dance meet. These classes are designed to ignite a passion to dance for God. Through the Word of God and technical dance training, students will learn to use their bodies as instruments that will bring praise and glory to God. Students will be exposed to various styles of dance. Students will display learned techniques and routines throughout the school year in recitals as well as during school programs.

DRAMA

During drama, students as well as the teacher assume roles. They take with them their own unique set of experiences and perceptions and enter into a fictional world prepared to accept and live through an imagined situation. A variety of drama strategies are used to challenge the students to explore themes and social situations, stretch their thinking, solve problems, deepen their understanding in human behavior, develop abilities to express idea and feelings through dramatic art, and gain an understanding of dramatic art form. As with the rest of our Performing Arts Program, drama is designed to focus on worship, praise, and evangelism.

SECTION VI: STUDENT CODE OF CONDUCT

STUDENT RESPONSIBILITY

1. Students are to be aware of and follow school policies and regulations in addition to instructor's guidelines.
2. Students are to refrain from behavior which may interfere with receiving their education or prevent another from learning.
3. Students are to seek clarification of expectations, if needed.
4. Students are to attend classes on time with necessary materials.
5. Students are to furnish his or her name upon request of any staff member or person in authority.

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principals and character traits of good citizenship must also be taught and modeled by school staff. This includes the appreciation for the rights of others. 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, athletic games, or events.

Harvest Christian School is committed to helping every student fulfill their intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, Harvest Christian School has established this Student Code of Conduct. The Code outlines prohibited behaviors and the consequences for such behavior. Harvest Christian School has the responsibility and authority to enforce the Code, question students, advise them, and assign discipline when appropriate. This Code does not define all types and aspects of student behavior.

Any conduct that causes or creates a reasonable likelihood that it will cause substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or created a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

The Code includes, but is not limited to the following types of behaviors:

1. Raise your hand before speaking.
2. Neither gum nor candy is permitted in the classroom.
3. OBEY – quickly, quietly, and cheerfully the first time.
4. Enter room quietly.
5. No slang or improper language used on campus.
6. No talking in the hallways while other classes are going on.
7. No physical embracing between boys and girls.
8. Students must be dressed in uniforms and well groomed.
9. Desk and work station in the classroom, library, art, and music rooms are to be kept neatly and in orderly.
10. Do not disrespect teachers or any other adult.
11. Keep hands off all school equipment.
12. Students are not allowed in the teacher's lounge.
13. No tussling or wrestling among each other in the school. NO FIGHTING is allowed. (Possible Dismissal)
14. No walking on the grass.
15. No loud outbursts of laughing or talking in the classroom.
16. Students are not allowed to destroy school equipment or property.
17. Lying, cheating, stealing, fighting, and profanity will not be accepted or tolerated at Harvest Christian School.

Attendance at Harvest Christian School is a privilege; therefore, constructive suggestions are welcomed. However, gossiping and criticism will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

The ultimate responsibility for student conduct rests with the student and his parents. It is the responsibility of school personnel to assure that no single person interferes with the learning environment of their students. As prescribed by law, every teacher is authorized to hold every pupil to strict accountability for any disorderly conduct. It is the final responsibility of the principal to maintain discipline at school or at any school function.

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

1. Counsel / warn a student
2. Contact parents / guardian
3. Time out (one or more periods)
4. Out-of-school suspension
5. Dismissal

The principal or his/her designee will take action based on the severity of the infraction and the nature of prior offenses. Students guilty of the following may be suspended:

1. Willful disobedience
2. Fighting (a minimum of 3 days at home) Note: self-defense is the right of an individual to respond to force with force, only as it is necessary to protect

oneself from further harm. The school recognizes self-protection, not retaliation. When it is possible for an individual to remove himself from a situation and/or seek adult assistance, the issue of self-defense is moot.

3. Stealing/Possession of stolen or lost property
4. Skipping school/leaving campus without permission
5. Skipping class
6. Harassment and abuse of other students
7. Possession/use of alcohol and other drugs
8. Disrespect for teacher or other adult personnel
9. Making an unfounded charge against a teacher, principal, and/or member.
10. Obscene or profane language, dress, or written material
11. Excessive discipline referrals
12. Abuse of school property (restitution for damages is necessary before a student is readmitted)
13. Smoking / possession of tobacco/lighter (or involvement)
14. Arson
15. Extortion
16. Inciting a riot/ participating in a major disturbance of the school
17. Disruption of class
18. Tampering with records (report cards, etc.)
19. Gambling
20. Violating test regulations
21. Immodest display of affection
22. Violating "off limit" areas during school time
23. Possession of firearms, knives, and other implements which could be used as weapons
24. Possession of pagers and cell phones (these items will be confiscated by school officials) **Texting is prohibited.**
25. Failure to pay fees, fines
26. Violation of safety rules
27. Excessive tardiness, unexcused absences
28. Disobeying bus rules
29. Immoral conduct
30. Bomb threat, blackmail
31. Assault, vandalism
32. Refusal to be redirected
33. Refusal to participate in class and complete assignments

DISCIPLINARY POLICY

****DIVISIONS 3, 4 AND 5 (PRE-K 4, KINDERGARTEN TO SIXTH GRADES)**

- 1st Offense: Warning
- 2nd Offense: One on one conference with Teacher and Student (*including interventions*)
- 3rd Offense: New Seat Assignment and/ or removal from activity

- 4th Offense: Parental Conference
- 5th Offense: Parental Classroom Visitation
- 6th Offense: Two day Detention or 2-3- days Suspension. Re-entry Conference with Parent / Teacher/Student and Administration Staff

Note: All class assignments are expected to be fully completed during the period of suspension. Any incomplete assignment will not be tolerated, and students will receive zero credit.

****DIVISION 6 (SEVENTH THROUGH EIGHTH GRADES)**

- 1st Offense: One on one conference with Teacher and Student (including interventions)
- 2nd Offense: Parental Phone Conference (with a reminder that the next offense will result in a two-day detention)
- 3rd Offense: Two-day Detention
- 4th Offense: Two-day Suspension. Re-entry Conference with Parent/Teacher/ Student and Administration Staff

Disciplinary actions will be made for the following behaviors, but not limited to them:

- Name calling/gossiping/teasing
- Frequent gum chewing
- Lunchroom/campus misbehavior
- Being in an unauthorized area
- Improper display of affection to the opposite sex (kissing, hugging, holding hands, etc.)
- Defacing school property
- Unauthorized buying, selling, or trading
- Classroom disruption
- Breaking the bus rules
- Vulgar or indecent behavior/language
- Disrespect/defying authority
- Misrepresentation of parent's or teacher's signature
- Cheating-violation of test regulation (grade of F plus no make up for test)
- Pushing, shoving, unnecessary roughness
- Walking or riding home after school without office authorization.

SUSPENSION, PROBATION AND DISMISSAL

SUSPENSION

Suspension is withholding from the student the privilege of attending classes. The purpose of a suspension is to discipline the student for a period of time in which he or she will have the opportunity to reflect upon the seriousness of his or her actions and to take the necessary personal steps to correct the unacceptable behavior or attitude. Suspension precedes consideration of a student's dismissal from the school.

Reasons for Suspension:

1. Extreme disrespect/defying of authority: (Screaming, yelling, kicking, throwing fits of rage or anger, hitting/slamming objects, punching walls, failure to comply by refusal to submit bodily actions to authority, and any other such behaviors)
2. Fighting: (Continual, active involvement in physical altercations with others, initiating or instigating other students to become involved in such behavior, or using violence to intimidate other students)
3. Extreme vulgar or indecent behavior/language: (Using curse words orally or written; cursing-oral or written - other students, teachers, or staff; exposing oneself; flashing, and any other such behaviors)

The parent, guardian, or emergency contact person will be requested to pick the student up within a timely period. A copy of the suspension will be given to the student and parents. A conference with the principal or principal's designee must take place before the student can return to school.

PROBATION

Probation is a term referring to a specific two-week period of time after a student returns from suspension. During this probationary period, the student's behavioral conduct, academic performance, and social interaction will be monitored in a more careful manner. It is during this time that Harvest Christian School will assess if the student is attempting to make adjustments in his/her character that would be pleasing in the sight of God and allow for their continued education at Harvest Christian School.

DISMISSAL

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 students will 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.

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 is 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 in 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 in the heart of a child; but the rod of correction shall drive it far from him.
Proverbs 22:15*

Harvest Christian School expects full cooperation from both student and parent in the education of the student. An elementary student who shows repeated behavioral problems will be required to do extra duties and paper work at school, such as, writing, cleaning the classroom, and etc. A note will be sent home to inform the parent. This note must be signed and returned the next school day. If at any time the school feels that this cooperation is lacking, the student may be requested to **transfer out**. Attendance at Harvest Christian School is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Harvest Christian School.

FIGHTING, HORSEPLAY, AND NAME CALLING

Horseplay, although well-meaning in the beginning, often leads to hard feelings, physical confrontations, and injury. **Any student involved in a fight or other inappropriate forms of physical contact will be immediately suspended from school following a telephone call to parents.**

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either one will harm the child. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conference or even a note can clear up the difficulty. If a student brings a problem home to you, please encourage your child to go immediately to the teacher involved and resolve the problem. Immediately call the teacher for a conference by phone or in person.

SOCIAL NETWORKING AND SOCIAL MEDIA POLICY

Harvest Christian School does not prohibit students, faculty and staff from becoming members of social media and networking websites. Each family is entitled to make that decision for their

child after careful consideration of all the pros and cons of participating in online social networking.

However, during school hours and while on the premises, students and staff are strictly prohibited from accessing social networking websites, message boards, and chat rooms such as, but not limited to, Tik Tok, Facebook, Facebook Messenger, Myspace, Twitter, LinkedIn, Yahoo Messenger, etc. Furthermore, because posting messages on social networking websites from any location have the potential to be viewed by a worldwide audience, certain types of actions and posts are strictly prohibited under any circumstance by members of the Harvest Christian School community. Such as:

- Derogatory messages about Harvest Christian School, Harvest Church, and/or members of the Harvest Christian School and Harvest Church community including students and their families, faculty, and staff.
- Online bullying
- Using obscenities and profanity
- Posting pictures that are sexually suggestive
- Posts that promote illegal activities
- Post in reference to Harvest Christian School, Harvest Church, and/or members of the Harvest Christian School and Harvest Church community that could be considered defamatory, slanderous, or libel.
- Any other actions that cast Harvest Christian School, Harvest Church, and/or members of the Harvest Christian School and Harvest Church community in a less than favorable light.

Furthermore, due to the recent passage of Missouri Revised Statute §162.069, all Missouri schools must create a policy limiting staff and student interactions on social networking websites. Therefore, it is now the policy of Harvest Christian School that all Harvest Christian School teachers and staff members are prohibited from connecting with Harvest Christian School students or other children affiliated with Harvest Church who is under 18 years of age on any personal social networking website

Violating this policy is cause for immediate dismissal from Harvest Christian School or other appropriate disciplinary measures at the discretion of Harvest Christian School administration.

SECTION VII: 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.

PHYSICAL EDUCATION

By state law, all students must participate in physical education unless they have a medical excuse signed by a doctor on file in the office. This excuse must specify the period of time for exclusion, the reason, and must be turned into the office. The athletic program is a coordinated effort; therefore, students are not to bring athletic equipment from home. School equipment is only used during planned and/or authorized activities. **Mandatory PE uniforms must be purchased by the parents at Harvest Christian School, and students are required to dress out during PE class. Failure to adhere to uniform policy in PE will affect the grade of your child.** Teachers will conduct PE classes only in the absence of the Physical Education Teacher or Coach.

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 must sign the volunteer list in the school office. During the school year, parents will be asked to volunteer for various school activities and functions such as school fundraisers, field trips, productions, etc. Your participation is greatly needed and appreciated.

VOLUNTEER GUIDELINES

Qualifications and Responsibilities of Harvest Christian School Volunteers

1. Must be a Harvest Christian School parent, grandparent, or immediate family member and 18 years old or older.
2. Volunteers for field trips must arrive at the school 20 minutes prior to field trip departure for Orientation (approx. 15-20 minutes) to become familiar with procedures and practices of the school.
3. Must have a good rapport with children.
4. Must be able to handle discipline according to Harvest Christian School policy under the direction of the teacher.
5. Must be submissive to the authority of the teacher and any other Harvest Christian School staff member.
6. Must be willing to follow directions and instructions given verbally or written by Harvest Christian School.

7. Must be friendly, cordial and show kindness to students, staff, and other volunteers.
8. Must wear Harvest Christian School name tag while in classrooms and attending field trips. (May be obtained from school office).
9. Must give two days notice if you can't attend.
10. Must submit a work schedule of available days and time.
11. Must be flexible within the classroom. (i.e. assist in clerical or any other needed tasks)
12. Must sign in every morning and afternoon on "Volunteer Sign-In".

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.: Dr., Pastor, Min., etc.)

PERMANENT CLOSURE: TRANSFER OF RECORDS

Instructions if any division of Harvest Christian School should permanently close. Permanent closure means that a division or all divisions of the Harvest Christian School close for business; never to re-open.

Permanent Closure of a Division: Divisional paper records that are still needed for conducting business will be stored in the Harvest Christian School resource room filing units until they are either due for disposal or transfer to the Harvest Church, Inc. Archives' holdings.

Permanent Closure of Harvest Christian School: In the unlikely event that Harvest Christian School should permanently close, all paper records will be transferred for storage to the Harvest Church Inc. Archives for holding. Records will then be under the control of Harvest Church, Inc. until the total retention period of the records expires.

Upon permanently closing of all divisions of Harvest Christian School all electronic files will remain in the systems' storage for which they are originally housed. The electronic files will be under the control and supervision of Harvest Church, Inc...

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!!!!!!

DINING ROOM PRAYER

And ye shall serve the LORD your God, and he shall bless thy bread, and thy water; and I will take sickness away from the midst of thee.

In Jesus name we pray. EXODUS 23:25

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 with 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!!

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.

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 Dr. 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) ANow 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

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 VIII: 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.

Parent Agreement (Signature Sheet)

We, the undersigned, have read in its entirety the contents of this Parent – Student 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

