

**PARENT & STUDENT  
HANDBOOK  
Elementary School**



*Harvest Time Academy equips students to know God,  
achieve academic excellence,  
discover their purpose, and make a difference.*

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# **About HTA**

## **MISSION STATEMENT**

Harvest Time Academy equips students to know God, achieve academic excellence, discover their purpose, and make a difference.

## **PHILOSOPHY OF EDUCATION**

Harvest Time Academy's philosophy of education is based upon God's Word. We endeavor to provide an atmosphere where the Word of God is preeminent in every subject throughout the school day.

One primary objective is to see our students grow spiritually. This is reinforced in every subject, not just Bible class or chapels. Our teachers and staff model a lifestyle of fellowship with God. The Word of God is taught, Scripture is memorized, and the application of God's Word in daily living is emphasized. Students also learn who they are in Christ, allowing them to develop their individual gifts and talents and employ them in a life of learning, serving, and growing in relationship with Jesus Christ.

Academically, HTA stresses excellence in every subject. Our curriculum is chosen especially to ensure that academic objectives are being met. The academic standards and expectations are high, not unrealistic. We realize each student has different abilities and expect each one to do his or her best. Our goal is to equip our students with knowledge and understanding which prepares them for success in life.

Another key element in our educational philosophy is a partnership between the home and HTA. Without a healthy, supportive, and effective relationship between the school and the home, the student's education will suffer. Parents expect and appreciate direct and regular communication from faculty regarding their children. In return, teachers expect parents to be responsive to their suggestions regarding their children. When this partnership is honored by all parties involved, every child at Harvest Time Academy is capable of reaching his or her fullest potential.

## **STATEMENT OF FAITH**

**We believe the Bible to be the only inspired, infallible, and authoritative Word of God.**

**We believe in one God in three manifestations: the Father, Son, and Holy Spirit.**

**We believe in the deity of Jesus Christ, in His virgin birth, in His atoning death, His bodily resurrection, and His ascension to the right hand of the Father.**

**We believe in evangelistic and missionary fervor and endeavor.**

**We believe in salvation through the redeeming blood of Christ.**

**We believe in water baptism by immersion.**

**We believe the believer is kept by the power of God by faith unto salvation.**

**We believe that divine healing is obtained on the basis of atonement.**

**We believe in sanctification and holiness of heart and overcoming life as Scriptural requirements for the bride of Christ.**

**We believe in the baptism of the Holy Spirit and the present ministry of the Spirit in and through the believer as manifested in the five ministries as they are being restored in end-time revival, the gifts of the Spirit, and the fruit of the Spirit.**

**We believe in Christ's personal return in power and great glory, in His reign, and everlasting dominion.**

**We believe in the resurrection of both the saved and the lost, the saved unto resurrection of eternal life, and the lost unto the resurrection of eternal punishment.**

**We believe the Holy Bible is the final authority on all matters concerning conduct, lifestyle and behavior.**

**We believe in the priesthood of the individual believer and the use of their gifts to edify the local church body and that each is qualified or disqualified spiritually, morally, domestically and doctrinally based upon the Holy Bible.**

## **SCHOOL PLEDGES**

(All students should memorize the pledges.)

### **American Flag Pledge**

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.

### **Christian Flag Pledge**

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.

### **Bible Pledge**

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 words in my heart that I might not sin against God.

### **Harvest Time Academy Student Pledge**

I pledge that I will be grounded in God's word, challenged to achieve academic excellence, and prepare to use my God given talents as I discover God's plan for my life.

## **SHARED RESPONSIBILITIES OF EDUCATION**

- **The Home**
  - Parents are responsible for the upbringing and education of their children.
  - God has placed the parents as guardians over their children.
  - Children are to be brought up in the nurture and admonition of the Lord.
  - Parents are to apply the Matthew 18 principle when resolving disagreements and to exhibit the values of Christ and the Bible both in word and in conduct.
  - Families are asked to pray for Harvest Time Academy.
- **The School**
  - The school is to be an extension of the home.
  - The school is to be made up of the body of believers (at least one member of every school family must be a professing Christian).
  - The school will consistently present the gospel so that children will hear of God's plan for salvation.
  - The school will derive its standards and values from the Bible.
  - The school will provide an atmosphere conducive to learning.
- **The Teacher**
  - The teacher must present a vibrant and growing personal relationship with Jesus Christ.
  - The teacher must exhibit the values of Christ and the Bible both in word and in conduct and be a Christian example to the students.
  - The teacher will seek to know and follow the truth of God's Word.
  - The teacher will pray for the students and families represented at HTA.
  - The teacher will be a student him/herself.
  - The teacher will adhere to the prescribed curriculum for each course.
- **The Student**
  - The student is to submit to the authorities that God has placed over him/her.
  - The student must apply him/herself diligently to his academic endeavors.
  - The student is to pray for the school family.
  - The student is to respect all members of the school community as unique creations of God.

# **ADMISSIONS & ENROLLMENT**

## **ADMISSIONS PROCEDURES**

Application packets are available through the Front office and online at our website. We look for students that have godly character; we are not an outreach or rehabilitation program for students with character problems. We also look for family attendance and participation at Harvest Time Church or a similar Bible-believing church.

## **SELECTION OF STUDENTS**

Part of the mission of Harvest Time Academy is to provide a quality Christian education for children in the River Valley area. (Proverbs 8:11-21, Amos 3:3).

## **NOTICE OF NONDISCRIMINATORY POLICY**

Harvest Time Academy, a ministry of Harvest Time Church, admits students of any race, color, nationality, and ethnic 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 the administration of its educational policies, admission policies, scholarship programs and athletic and school-administered programs.

## **FINANCIAL**

### **Enrollment**

The school office handles admission inquiries, tuition, and fee payments. Payments can only be made by ACH (auto-draft) through Tuition Express. Each family will be required to submit a Tuition Express Authorization Form even if you plan on paying in full. These forms are included in your school packet. Any questions regarding school accounts should be forwarded to the office: (479) 646-6003.

### **Past-due tuition**

Parents should make every effort to pay tuition on time. You will receive notices from the HTA when your account shows a past-due balance and a \$25 per week late fee will incur. No school records will be released to families with a past-due balance.

### **Returned checks**

A returned check fee of \$25.00 will be charged for checks returned for insufficient funds. This applies to all payments to HTA.

### **Student Withdrawal**

If it becomes necessary to withdraw a student, parents must notify HTA in writing by completing a Withdrawal Form. Parents must also complete the appropriate forms indicating that all books and school property has been returned in good condition and that all financial obligations have been met. No records will be released to parents, or to any other school, until this process is complete. There is a \$500 early withdrawal charge, for parents withdrawing after during the school year and after July 1st for the following year.

### **Tuition refunds**

If a parent pre-pays tuition and then withdraws a student, or the student is dismissed from HTA, they are eligible to receive a prorated refund. The refund will be mailed to parents within four to six weeks. The refund will be determined by using the date of the written notice of withdrawal submitted by the parents. \$500 will be withheld for early withdrawal.

## **Continuous Enrollment**

Enrollment is subject to review by the Administration each year for all students. A student is considered enrolled unless a parent comes in and fills out a withdrawal form. Students with a past-due or outstanding tuition balance will not be allowed to re-enroll. Continuous enrollment begins in February and open enrollment begins in March. Please see Appendix C - Continuous Enrollment Agreement.

# **ACADEMIC POLICIES**

## **Grades and grading policy**

Harvest Time Academy encourages all students to strive for their highest level of achievement. In order to evaluate this achievement, HTA has adopted a grading policy, which must be understood and followed by staff, students, and parents.

## **Philosophy**

Harvest Time Academy believes that the process of evaluation should be continuous and assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development.

It is essential that a pupil be evaluated in terms of his/her skills and achievements in relation to the achievement of others in his/her class. However, it is recognized that all pupils are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

Evaluation information should be effectively communicated so that parents and pupils understand the achievement level of the child.

Some of the standards used to determine the level of achievement include: graded course of study, completion of assigned projects and/or daily work, achievement tests, classroom participation, attendance, and ability to listen and follow directions. Grades are a consequence of learning and not the purpose of learning.

## **Explanation of Grade Symbols for Kindergarten**

### Kindergarten Grade Symbols

E= Excellent	S+= Above Satisfactory	S= Satisfactory	S-= Below Satisfactory	N= Needs Improvement
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## **Explanation of Grade Symbols for 1st - 6th Grades**

At HTA, a five-letter range is used; this system is consistent with the grading system of most other schools. It also lends itself well to the efficient processing of records and provides a fairly accurate indication of a student's academic performance. The following numerical scale will be implemented in determining all grades in 1st - 6th Grade.

**A** The pupil who receives this grade is making excellent progress towards meeting course objectives; does work of high quality, which displays the student's interest, originality, and personal initiative.

**B** The pupil who receives this grade is making commendable progress in meeting course objectives.

**C** This grade indicates average work. The pupil who receives this grade is making acceptable progress in meeting course objectives.

**D** The pupil who receives this grade is doing below-average work, and in most cases can do better with more effort and improved study habits.

**F** The pupil receiving this grade is making un-satisfactory progress, lacks interest, and/or displays insufficient effort to achieve. It is imperative that immediate action be taken to secure the proper performance.

**I** Incomplete. This is a temporary mark for the pupil who has not sufficiently completed the minimal requirements of the course (due to legitimate reasons). The pupil will have the opportunity to complete the work within 2 weeks of the end of the quarter and receive a grade prior to the end of the next grading period.

100-90:	A	69-60:	D
89-80:	B	59-below:	F
79-70:	C	Incomplete:	I

#### **Enrichment Grades:**

E=(Excellent) G=(Good) S=(Satisfactory) N=(Not Satisfactory)

#### **Report Cards**

Grade reports reflect the student's academic progress and will be issued at the end of each quarter. The school calendar indicates the dates for the grading periods. Year-end report cards will be sent home during the last week of school.

Quarterly grades are prepared to reflect the student's academic standing at the conclusion of each nine-week session. Each quarter's grades stand independently of the previous quarter's grades and are not to be affected by the previous quarter's performance. Grades are reported with the numerical scale outlined above.

#### **Honor Roll-Elementary**

The "Principal's" Honor Roll is for those K-6th grade students who made all A's (or equivalent). Honor Roll for all "A's" and "B's" (or equivalent for Kindergarten) in one quarter. An elementary student earning a "C" or below in any subject or an "N" for a Specials Class or Conduct grade is not eligible for either Honor Roll.

#### **Academic Intervention Plan/Probation**

Teachers will notify the parents when a student is struggling in class. Students must be able to maintain a minimum of "C-" level work in the grade to which they are assigned.

When a student falls below a "C-" average in any curricular area, a program for improvement may be developed and agreed upon by the teacher(s), parents, and Administration, which may include tutoring, extra study time, etc.

#### **Parent/Teacher Conferences**

Communication between parents and teachers is extremely important. Times will be established and published when parents and teachers meet to discuss student progress. Parents and teachers are welcome to schedule a conference at any time. Appointments may be made with the teacher.

· Parents/Teacher Conferences on scheduled conference days need to be scheduled in advance, and will occur once in the fall and spring.

## **Elementary Promotion/Retention**

If there is an academic concern and retention is necessary, a conference will be scheduled with the parents, teachers and Administration. The general guidelines for retention are as follows:

K & 1st Grade – teacher recommendation based upon one or more of the following:

- Personal observation
- Below grade level performance in academic subjects
- Below grade level on developmental testing
- Observation data from a special education specialist or testing
- Social/emotional immaturity

2nd to 5th Grade – teacher recommendation based upon one or more of the following:

- Failure of two or more academic subjects
- In most cases, a recommendation will be made that the student receives tutoring during the summer.

## **Standardized Testing**

In the spring semester, students in 1st-5th grades will take a standardized test. We do not teach to the tests and do not base a student's knowledge on these test scores. We administer these tests so that students are exposed to and aware of this method of testing.

Results from all tests are compared with normal scores for public, private, and Christian schools throughout the nation. It is very important that a student be present during this week of testing. Make-up tests will be given to students who miss part or all of these tests. However, all make-up testing must be completed within one week of the original test date.

## **Homework**

It is understood that homework is a vital part of academic growth for anyone who hopes to achieve academic excellence. Teachers will be sensitive to the amount of homework being assigned each day.

# **ATTENDANCE POLICIES**

It is the responsibility of the student and parents to develop the habit of being punctual and regular in attendance. Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. Attendance is necessary if the maximum amount of benefit is to be received from the HTA program.

**Absences.** At HTA we recognize that God has given the responsibility to raise and educate children to the parents. Therefore, the parents have the final say in where and how a child is educated. We appreciate that our parents have chosen to trust us to assist in that endeavor. It is this understanding that gives way to our very simple policy regarding excused and unexcused absences.

- Excused absences - When the absence is excused, the student is allowed to make up work as described in the grading policy.
  - Absence due to illness: Students will receive excused absence for each day. The student will have one day for each excused absence to complete missing work and turn in it.
  - Absence due to quarantine of self or family member: Parents are responsible to contact school regarding the quarantine period. The student will be expected to continue at-home instruction during the period of quarantine. The student will receive two additional days following the end of the quarantine period to complete any classroom assignments and turn them into the classroom teacher. These assignments may be hard copy or online depending on the expectations of the teacher.

- Any extended absence due to illness or required quarantine must be discussed with School Administrator
- Unexcused absences - When the absence is unexcused (truancy), all missed work will be given a zero grade.
- Cumulative absences - While we recognize the parents are the authority in determining how a student is educated, we are also responsible for the quality of the education we are giving our students. Excessive absences lead to an inability to truly understand the material. Class time is also a large part of the grade received.
- Absences are tallied on full day or half day basis. There are seven hours in a day.
  - Present - attends at least 6 hours in the day.
  - Half Day Present - Attends between 2 and 6 hours in the day.
  - Absent - Attends less than 2 hours in the day.
- Students are required to turn in all work missed during an absence. Failure to do so can result in and Incomplete. Students may have an additional 2 weeks after a grading period to resolve any unfinished work. Failure to comply will result in a failing grade.
- Students may be required to miss recess, enrichments, and other activities to complete missed assignments.

**Early Dismissal.** Checking out of school early is strongly discouraged. Parents are asked to schedule all medical appointments for before or after school hours. However, when it is necessary for a child to be taken from school before dismissal, the school office and teacher should be notified in advance if possible. Parents must go to the office to pick up their child. All students must accompany a parent or guardian to leave campus unless written permission is given.

**Tardiness.** It is important for students to be on time to school each morning. Each student is expected to be in the classroom, fully prepared when the day begins.

### **Truancy.**

Absence without the knowledge and consent of parents and/or the HTA staff will be considered truancy.

### **Excused Absences & Tardies**

1. Personal illness
2. Doctor/Dental appointments
3. Death or serious illness in the student's immediate family
4. Extenuating circumstances which must receive advanced approval
5. A family trip for which it is absolutely necessary for the student to miss school (this is considered a planned absence)
6. Court appearance
7. Traffic/accident/construction published via TV or Radio

### **Unexcused Absences & Tardies**

1. Oversleeping
2. Hair appointments
3. Working on a class assignment
4. Personal trips that are not pre-approved
5. Failure to bring a note explaining the absence

**Students who are tardy more than 5 days in any given grading period will be assigned a 30 minute recess detention for every tardy day after.**

The accumulation of tardies begins anew with the beginning of each grading period.

### **Attendance Recording/Procedures**

Daily Attendance Recording: Attendance is recorded on a daily basis.

K - 5th grade Start and End Time: 8:00 A.M. - 2:45 P.M. (Kindergarten), 3:10 (1st-8th)  
(Ideally, students arrive at around 7:45 A.M.)

Elementary and Middle School students in attendance less than 2 hours the whole day will be considered Absent (AB).

## **DISCIPLINE POLICIES**

Educating students within the context of a Christ-centered worldview to develop godly character is the primary function of Harvest Time Academy. The faculty and staff recognize that the conduct of students in their classrooms affects the learning environment, and ultimately, behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and consequences that govern all aspects of classroom behavior. At times, rewards and consequences are subtle, and sometimes they are overt, depending on which method the teacher deems appropriate. Teachers must address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and harmonious classroom is essential to learning.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. Within the setting of a Christian school, educators are instrumental in training young people in godly attitudes and actions which glorify the Lord. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.

Discipline and learning go hand-in-hand to build character and to allow the student to develop his/her God-given potential. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction, rebuke, and detention in an effort to achieve the ultimate goal of self-discipline.

### **HTA Honor Code**

The following statements are intended to be a guide for parents, teachers, and students. Children look to their parents as their example at home and look to their teachers and principal as their example at HTA. Please instruct your children as to the merits of this Honor Code.

- I will faithfully attend and participate in scheduled services at Harvest Time or a similar Bible-believing church.
- I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
- I will not use or be associated with the use of tobacco, drugs, or alcohol and I will honor God by maintaining a Godly and pure lifestyle in conduct and interaction with others.
- I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or any conversation inappropriate for a follower of Jesus Christ.
- I will not lie, cheat, or steal, nor will I tolerate such activity.
- I will show respect for authority and submit myself to the teachers and administration of Harvest Time Academy, realizing that attendance at HTA is a privilege, not a right.
- My dress and my appearance will comply with the dress code of HTA and also reflect Christian modesty and values.
- My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
- I will support the Harvest Time Academy Statement of Faith as it is applied to instruction throughout the curriculum.
- I will uphold this Honor Code for the full twelve months of the year, at school, at school activities, and outside of school.

### **Character Training**

Every subject area, teaching method, attitude, and action of students or teachers is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect students to work hard to learn content, and in the process, teach them to:

- Apply themselves to the task at hand
- Obey willingly and immediately
- Do right because it's the right thing to do
- Understand how things work together
- Develop habits of orderliness, attention to detail, obedience, persistence, honesty, accomplishment, and cooperation.
- Respect authority
- Pay attention
- Love wisdom
- Finish the job
- Learn and apply rules
- Choose things that are excellent
- Work hard to get the right answer

### **Hazing/Bullying**

Hazing, teasing, and/or bullying of any student(s) at HTA will not be tolerated.

### **Cheating**

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, tests, class project, etc. will receive a grade of zero. Parents will be contacted. Additional consequences are at the discretion of the administration. Possible consequences are detention, suspension, or dismissal.

### **Forms of Discipline**

The objective of any discipline is to see the students become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. Harvest Time does not use physical punishment or threats. Listed are the various forms of discipline used by HTA:

#### **· Counsel with Students**

Teachers will counsel and discuss disciplinary problems with students when required. Teachers may involve the Administration in counseling, when deemed necessary.

#### **· Walking Laps at Recess (For students 1st - 5th Grade)**

We do not believe a child should miss the entire recess. For disciplinary reasons, students may walk during recess to expel energy instead of sitting out.

#### **· Written Assignments**

Written assignments may be given by the teacher or Administration. These assignments may involve the student studying God's Word about his/her discipline problem and writing about what he/she has learned. These assignments may also be things that pertain to the class subject matter.

#### **· Parental Contact and Conferences**

Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others. Teachers will not discipline the entire class to address the problem, which only one, two, or a few students are having.

#### **· Behavioral Probation**

When a student's attitude is not in accordance with the school's policies or principles, the Administration may place that student on behavioral probation. While on behavioral probation, if the student violates any part of the Student Behavior Code, they may be suspended or expelled (dismissed).

#### **· Suspension**

Suspension may be used as a disciplinary action for problems deemed by the Administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are

allowed to make up work missed due to a suspension is subject to the administrator's discretion. In the event of suspension, all work should be gathered and will be due at the time of return to school.

### • **Expulsion (Dismissal)**

Students may be dismissed from school when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the Administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action which shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the Administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process.

The following actions, at school or outside of school, may result in dismissal:

- Causing consistent discipline problems and showing little or no repentance.
- The use or possession of tobacco, drugs, alcohol, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
- Threatening violence toward students, staff, or any other person. This includes speech, writing, gestures, digital posts, etc.
- Fighting, foul language, or obscene gestures.
- Alluding to or committing immoral acts. Theft or destruction of property.
- Violations of the HTA Student Behavior Code.

Once a student has been expelled from HTA, all belongings will be gathered by the administration. Student's belongings will be taken to the office where they may be picked up by parents.

## **DROP-OFF, PARKING & PICK-UP**

### **Elementary Drop-Off Procedures**

- Elementary students may be dropped off at the Elementary Entrance (West Entrance, located in the rear of the school building) until 8:00 a.m.
- Students arriving after 8:01 will need to be checked in at the elementary office (East Entrance) and signed in by a parent.
- Parents dropping off both preschool and elementary may enter the East Entrance and check the preschooler first, then escort the elementary student to the gymnasium if prior to 8:00 am and the elementary office if after 8:00 am.

### **Elementary Pick-Up Procedures**

- All elementary students will be picked up at the elementary entrance in the rear of the school by using your student pick-up tags. Anyone without a car tag will need to pick up a child from the office and photo ID is required.
- Students will not be released to anyone who is not on the authorized pick-up form. Written permission is required to release a student to another adult.

## **MEDICAL INFORMATION**

### **Immunizations**

Arkansas state law is very specific regarding immunizations. No student may be admitted without record of current immunizations, or a valid Arkansas Certificate of Exemption form, on file in the school office. An ADH Certificate of Exemption form is available for parents who are opposed to immunizations for their children.

**Q: How do I get a medical exemption for my child to not get an immunization?**

**Answer:** A physician statement outlining medical reasons for an exemption of a specific immunization is to be submitted to the Medical Director of the Communicable Disease/Immunization Section with the exemption form. Email [immunization.section@arkansas.gov](mailto:immunization.section@arkansas.gov) to request the exemption form.

**Complete and mail to:**

Arkansas Department of Health,  
4815 West Markham - Mailslot 48  
Little Rock, AR 72205

**Illness (during school)**

Students who become ill during the school day will be sent to the office by the teacher. Parents will be contacted by the school office personnel. It is imperative that parents keep current employment and phone information updated in the office. Students with a fever of 100.4 or above, vomiting, diarrhea or other contagious conditions must be picked up immediately.

**Illness (returning to school)**

Students with a fever of 100.4 or above, vomiting, diarrhea or other contagious conditions **must remain at home until such symptoms have subsided for at least 24 hours without medication.**

**Lice**

HTA has a “no nit” policy. If the school finds any nits (lice eggs) and/or lice on a child, the child will be sent home and asked not to return until they are nit free.

**Medication**

Ideally, medication should be given at home. If your child requires medication during the school day, you must provide written/signed authorization stating dates, times, and amount of medication to be given. Medications to be given require an HTA Medical Authorization Form signed by the parent and doctor. All medications must be sent to the office in the **original container/packaging** labeled with the student’s name, grade, and dosing directions.

All medications brought to school must be kept in the school office. Medications, inhalers and Epipens (prescription or nonprescription) are not to be kept in purses, lockers or lunch bags.

*All medication forms are available in the school office.*

**School provided non-prescription medication**

The school provides only **limited** amounts of over the-counter medications for emergency use only, such as ointments, creams, chapstick, and cough drops. Because we do not have a nurse on staff, we are not able to provide tylenol or ibuprofen when a student is requesting. Parents will be notified if a student is in pain and needing medication.

**Physical Education Participation**

All students are expected to participate when enrolled in P.E. classes. When any student has a physical challenge which limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parental requests for occasional exemption (sore throats, nausea, etc.) will be honored provided a signed note stating the reason is presented to their P.E. teacher/coach. When the exemption is for more than one (1) week of P.E. class, a doctor’s note may be required. Students must wear tennis shoes and appropriate clothing on PE days.

# GENERAL SCHOOL INFORMATION

**ANIMALS/PETS**No pets or animals may be brought on campus unless approval is received from Administration. Students are not allowed to bring pets for show and tell.

**ATHLETIC BAGS/BACKPACKS/BOOK BAGS, ETC.** Athletic bags/backpacks/book bags brought to school are subject to search and have no expectation of privacy. No personal items (books, bags, etc.) may be left in the hallway. Additionally, these bags/backpacks/book bags must be returned home each night.

## **BEFORE-SCHOOL CARE**

Before school care is not provided at this time. The earliest drop off time for elementary students is 7:30 AM, unless prior arrangements have been made with the school administrator.

## **CHARACTER KIDS AFTER-SCHOOL CARE**

This is available for all students K through the 6th grade.

- *CHARACTER KIDS is an optional paid aftercare service managed by our Preschool and is DHS licensed. Please contact the office for information, rates, and forms. Parents MUST COMPLETE THE FORMS TO BE REGISTERED and pay the annual registration fee to attend Character Kids. This program also offers care during the elementary closed days, Christmas, spring and summer breaks.*
- *Only Students in K-6<sup>th</sup> grades whose families receive the "HT Tithing Rate" may attend Character Kids aftercare at a 50% discounted rate, but they **MUST STILL BE REGISTERED.***

## **BIRTHDAY CELEBRATIONS**

All food items brought to a class party or birthday celebration must be purchased from a store. No homemade food items are permitted due to state health regulations. Elementary birthday or other party invitations, gifts, or treats may not be distributed while at school *unless the entire class is being invited or treated.*

## **CAFETERIA**

In an effort to assist parents in providing a balanced and nutritious meal, Harvest Time Academy offers a hot-lunch program for students in Kindergarten through 5th grade, Monday - Thursday. Each lunch will be charged to a student's account at \$3 per lunch. All students are required to bring a lunch every Friday as the cafeteria is closed on this day.

### **Special Diets**

- Parents whose children require special diets or have food allergies need to notify the administration.
- Any food allergy listed on enrollment forms must have a doctor's note that also states an approved alternative food.
- Please consider the ability of your child to open the container in which you send their food. All packaging must be easily opened by your child. We ask that you not send food in cans, even with pop-top lids.

### **Cafeteria Rules of Conduct**

- Students must sit at the table assigned by their teacher. Any exceptions require teacher approval.
- All students must remain seated at a table until they have finished their lunch and cleared their own area.
- Students are not allowed to leave without a teacher's permission.
- No horseplay is allowed.
- No personal items are allowed in the cafeteria.
- Students must keep the noise level down by speaking in a normal tone. Teachers will monitor the noise level in the cafeteria and address any class or group that is too loud.

- Each student is responsible for cleaning up his/her area (including underneath his/her seat) and will remain in the cafeteria until dismissed.
- Dismissal will take place in a timely and orderly fashion.

### **Lunch Visitors**

- Due to additional COVID-19 procedures, HTA will no longer offer a parent/visitor table during lunch.
- ~~All lunch visitors must be pre-approved and signed in and out at the front office.~~

### **Closed-Campus Lunch**

- o **Students are not allowed to leave campus for lunch unless signed out and picked up by their parent.**

### **CHANGE OF INFORMATION**

Whenever there is a change of address, telephone number, emergency contacts, or medical/ insurance policy information, please notify the school office.

### **CURRICULUM**

HTA uses a mixture of Christian curriculum. HTA uses Abeka Book Publishers due to its intensive phonics program and heavy emphasis on drill and practice, and Bob Jones University Publications due to its emphasis on thinking skills. Other miscellaneous Christian school curriculum is used in enrichment classes.

### **DELIVERIES FOR STUDENTS**

Items delivered to the school for students (e.g. mail, parcels, flowers, balloons, and other items) will remain in the school office until the end of the day.

It is the responsibility of the students and their parents to ensure that they have all of their books, homework assignments, lunches, etc. that they will need for the day before arriving to school.

## **DRESS CODE**

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (**1 Timothy 2:9; 1 Thessalonians 4:5, 6**). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (**1 Timothy 4:2**). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (**1 John 2:15**). In addition, dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (**Deuteronomy 22:5**). As we determine to glorify the Lord in all we do (**1 Corinthians 10:31**), these qualities help us to do that in the area of dress.

It is also important to realize that parents, as primary educators of their children (**Deuteronomy 6; Ephesians 6**), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their young people in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines, and restrictions of Harvest Time Academy (HTA) in the area of dress.

## **Coordinated Dress Code Policy**

### **Tops:**

- Shirts may not have cut-outs, lace, or fringe
- Shirts with repeated patterns, prints, or stripes are allowed
- Shirts with small chest logos are allowed
- Shirts with graphic images are not permitted

- School T-Shirts & Sweatshirts
- School Hoodies

**Bottoms:**

- Nice blue denim jeans are permitted with no rips, holes, or frays
- All skirts, dresses, and jumpers must be fingertip length and have shorts or leggings underneath. · Athletic leggings must include shirt long enough to cover fingertip length with relaxed shoulder posture · Shorts may be worn if no shorter than fingertip length with relaxed shoulder posture **All Tops and bottoms**

**must:**

- All garments should be hemmed and free of holes and tears
- Shirts must have sleeves and not be too form fitting

**Accessories:**

- Shoes and socks are preferred for daily wear and mandatory for PE days
- Presentable sandals are allowed seasonally **except for PE Day and performance days (no flip flops ever)** ·

Hats, caps, hoods, and bandanas **are not to be worn** in the classrooms or buildings **Field Trip Dress:**

- For safety and management purposes, all students will wear the same colored HTA T-shirt during off campus outings, as designated at the beginning of each year. Students may choose to wear appropriate bottoms of their choice.

With the many different clothing styles and the ages of our students growing, we find it necessary to be intentional with teaching our students what it means to be modest in appearance. It is our desire to be fair and clear with the expectations.

**Offense 1:** Written warning by teacher

**Offense 2:** Parents are called- student(s) wait in office for parent(s) to bring dress code adjustment.

**Field Trip Dress:**

- For safety and management purposes, all students will wear the same colored HTA T-shirt during off campus outings, as designated at the beginning of each year.

**Offense 1:** Written warning by teacher

**Offense 2:** Parents are called- student(s) wait in office for parent(s) to bring dress code adjustment.

**EMERGENCY PROCEDURES**

In case of an emergency situation where the students or staff are in danger, HTA has established a lockdown procedure. Please know that HTA administration will make every effort to insure the welfare and safety of all students and staff. The HTA Emergency Plan is posted by the door in each room of the building, at a level where it can be easily read. Drills will be held regularly. Parents are welcome to come to the school or call to inquire about their child’s welfare. If you have any questions about lockdown procedures, please do not hesitate to contact the Director.

## **Fire and Evacuation Drills**

Fire drills will be conducted on a regular basis. When a fire alarm is sounded, classes will proceed to their assigned areas quickly and in an orderly fashion. Classes will practice following their primary and secondary escape routes. The “all clear” will be given and classes will return promptly to their classrooms.

## **Tornado Drills/Warnings**

Tornado drills and warnings are announced over the intercom system. When notified, classes will proceed to their assigned areas quickly and in an orderly fashion. The “all clear” will be given and classes will return promptly to their classrooms.

## **FIELD TRIPS**

Field Trips are planned by the teacher to enhance the curriculum being taught. When field trips are planned, teachers will send home information regarding the trip with students. Please read and follow all of the teacher’s instructions carefully. Some general guidelines for field trips are listed below:

- All school policies concerning dress, behavior, and discipline apply.
  - The behavior of students during special outings should always reflect self-control and a high Christian standard.
  - Transportation will be provided by bus or in HTA/HTC approved vehicles. All students must ride to and from the field trip in school vehicles unless a release form is signed by the parent and approved by the Administration.
  - Any adult attending a field trip must have an approved background check form on file. **No adult (parents included) may attend a field trip without this approved form on file.** Background check forms take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year to avoid missing field trips.
- NOTE: Due to the educational nature and supervisory role of the parent, siblings may not attend field trips unless specifically invited by the teacher. Parents may need to provide their own transportation on field trips.

## **FOOD AND DRINKS**

With the exception of class parties and water bottles for students, food and drinks are not allowed in the classrooms. Gum is strictly prohibited.

## **HOUSEKEEPING**

Each student is expected to do his/her part in keeping the classrooms, hallways, gym, and campus clean. Please help us keep our buildings and grounds as a Christian example to the community. This can be accomplished if each of us will deposit trash in the proper containers and pick up paper, rather than walking over it.

## **INTERNET USE**

New technologies are changing the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Harvest Time Academy will offer students’ access to the Internet. Internet usage will be provided for students to conduct research and communicate with others in relation to schoolwork. Students are responsible for their behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Parent permission is given by signing the HTA Acceptable Use Agreement and Parent Permission Form, and is required before students may use the computers.

## **LIBRARY**

The HTA library will distribute information containing the rules and guidelines for library use. Students are expected to observe all library rules or they will lose their library privileges. Lost or damaged books are the responsibility of the student, and they will be billed for replacement costs. Students will not receive grade reports if there is an outstanding balance for fines or replacements.

## **LOST AND FOUND**

Please label your supplies, jackets, lunch boxes, backpacks, and other materials. The lost and found area can be checked for items left during school hours. Valuables will be held in the office. HTA and HTC cannot be responsible for items left on school property overnight. Unclaimed items may be given to charity or discarded at the end of each nine-week session.

## **PARENT INVOLVEMENT**

We cannot function without numerous people who help us in so many ways. Thank you for your unselfish and untiring devotion to the Lord, the school, and our students. In a classroom, please understand the need to be a good example in the areas of conduct and dress. We request that you follow the staff dress code when working in a position of authority. (e.g., classroom aide, lunchroom, field trip monitor, etc.) Volunteers must come to the office and sign in or out on the volunteer clipboard each time you volunteer.

**All volunteers at HTA must have a valid background check on file with each school.** These must be renewed every 2 years.

Throughout the year there may be activities in which parents are invited to participate. We welcome comments and encourage you to support your child's classroom. If you have a special talent or skill you are willing to share, please let us know so we can schedule a time for you to visit.

## **PARENT QUESTIONS**

For your convenience, HTA provides many informational resources to answer the most frequently asked questions at [htacademy.net](http://htacademy.net).

As explained in our Partners In Education (PIE) meeting, we encourage our staff and parents to utilize the Matthew 18 Principle. Most issues can be resolved by going directly to your child(ren)'s teacher(s). If you have a question concerning your child(ren)'s grades, homework, class behavior, or activities, please contact his/her teacher first, before bringing it to the attention of the Administration.

## **PEANUT FREE POLICY**

Several years ago, the Legal Legislative Report advised schools not to use "peanut free" signs because of the fact that we cannot guarantee that we truly have a peanut free area. We can't control what people arrive with. Therefore, there are no peanut free signs, nor do we advertise that our facility is peanut free. We address the issue in each classroom on an individual basis because the allergies vary a great deal with type and intensity. Parents give us information on their particular child's needs - preferably in an "action plan" format.

## **PERSONAL ITEMS**

HTA cannot assume responsibility for students' personal property. Students are expected to secure their valuables in an appropriate location such as their locker or keep them in their own possession.

**Cell Phones** - *It is our desire to have an uninterrupted learning environment at Harvest Time Academy.*

*Therefore, students are not allowed to use or have cell phones with them during the school day. This includes lunch time and other free time the student may have during school hours.*

**Electronic Devices-** Students are not allowed to use personal phones, laptops, iPods, MP3 players, CD players, tape players, games, radios, or other electronic devices during school hours **unless specifically approved by administration.** Laser pointers are not allowed on school property. HTA is not responsible for lost or broken items.

**Toys-** Toys and other personal items for playing are not allowed at school. Toys may only be brought to the elementary school on teacher-designated “Show and Tell” days. Students who bring items that cause disruption to the class will be asked to put the item in their desk/cubby/backpack and take it home at the end of the day.

## **PLAYGROUND**

Students are not allowed on the playground without proper supervision.

## **ELEMENTARY DAILY ACTIVITY RULES**

### **Before School Rules**

- Find the designated spot for your class.
- Do not run or horseplay
- Show respect to your classmates and staff.
- Use your quiet voice.

### **Assembly/Chapel Rules**

- Students will walk quietly in a single file line to and from chapels and assemblies with their teacher.
- Be a respectful and courteous listener throughout the chapel or assembly.

### **Hallway & Walking Rules**

- Walk in a straight, single file line.
- Keep hands, feet, and objects to yourself.
- Only positive comments are allowed. No name-calling, put-downs, teasing or starting rumors will be allowed.
- Show respect to other classrooms by not talking.

### **Water Fountain Rules**

- Wait your turn.
- Be respectful of the privacy of others by keeping your hands and feet to yourself.
- Be sanitary.
- Do not put hands in the fountain.
- Do not spit in the fountain.

### **Restroom Rules**

- Classes will walk without talking to the restroom in a single file line on the right side of the hallway.
- Be respectful of the privacy of others. Keep your hands and feet to yourself. Do not open a restroom stall while someone is using it.
- Be Sanitary. Flush toilets. Wash hands with soap and water, then dry.
- Be respectful of school property. Keep hands, feet, and objects off the walls.
- Do not turn bathroom lights off.
- Be safe. Horseplay is not allowed.

### **Recess Rules**

- Only positive comments are allowed. No name-calling, put-downs, teasing or starting rumors will be allowed.
- Allow everyone to play in group games - no one can say, “You can’t play.”
- Students will be taken outside for recess. In case of extreme cold weather, students will be taken out for shorter periods of time.
- Elementary Administration reserves the right to determine inside or outside recess status. Please dress students to go outside everyday.
- Show good sportsmanship.
- No throwing sticks, rocks, dirt, or snowballs.

- Please leave all personal toys, games, and sports cards at home. This will encourage students to be more active at recess and reduce conflict.

### **Physical Education Class Rules**

- Follow all teacher directions.
- Follow the rules of the game.
- Respect others. Only positive comments to other students are allowed. No name-calling, put downs, teasing, or starting rumors will be permitted.
- Respect equipment.
- Raise your hand to share ideas.
- Ask an adult for permission to leave the gym.

### **SCHOOL GOVERNMENT**

Harvest Time Academy is a ministry of Harvest Time Church. The authority for its existence and operation comes from the membership of Harvest Time Church.

### **TEXTBOOKS**

Textbooks are the property of HTA and are loaned to the students. Books that require children to mark up or tear out pages become the property of the student at the end of the year. Regardless of ownership, students should not abuse textbooks or supplies. At the end of the year, or if a student leaves HTA, the condition of books issued to them will be evaluated, and replacement costs of damaged books will be assessed. If a student loses a textbook, a notice will be sent to the parents showing the cost of the book. Charges for lost or damaged textbooks will be placed on the child's account. Accounts will be charged at the total replacement fee of the book. Once payment for the lost textbook is received, a replacement textbook will be issued. Students will not receive grade reports if there is an outstanding balance for a lost or damaged book.

### **VISITORS**

Visitors are currently limited to parents/ guardians, emergency personnel and necessary personnel. All visitors must be pre-approved by Administration and are asked to adhere to HTA dress code guidelines. All visitors must sign in at the school office and receive a Visitor's Badge. Before leaving, please sign out and throw away your name tag.

### **VOLUNTEERS**

All parents wishing to help in the classroom, library, cafeteria, or on recess or field trips, must have a current approved Volunteer Application and Background Check form on file in the school office. Background Check forms may take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year. All volunteers are subject to the terms of the HTA Parent/Student Handbook. All volunteers must sign in and out in the school office and wear a Volunteer Badge. To insure all necessary paperwork is complete please call: (479) 646-3211

### **WEATHER RELATED EMERGENCIES**

There may be times when our program is closed due to severe weather conditions. These days will not be made up unless necessary to reach the minimum for the year. In the event of severe weather, we follow the Fort Smith Public School District in determining whether or not to close. Families are instructed to listen to local radio and television stations for our closing. If the closing is during the school day, we will notify you by telephone to come pick up your child immediately. If we are required to relocate the students, you will be advised the safe location where your child can be picked up. Watch local television channels 40/29 for closures. If Fort Smith Public Schools are closed, we are closed.



## Appendix B

### ACCEPTABLE USE AGREEMENT: INTERNET K-8th Grade

As a part of my schoolwork, Harvest Time Academy (HTA) allows me to use computers, ChromeBooks, iPads and other technology devices. My behavior and language should follow the same rules I follow in class and in school. To help myself and others, I agree to the following promises:

1. I will use the computers to do school work and HTA approved games; not for any other reason. I will not store material that is not related to my schoolwork. I will not use a school computer for personal or illegal purposes. If I see an inappropriate image I will stop, turn off the monitor and seek help immediately.
2. I will use the Internet with my teacher's permission and only in ways HTA has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put an address, telephone number or any other personal information about myself or anyone else on the computer.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not use games or other electronic devices that HTA has not approved or that encourages me to engage in inappropriate activity. If I see an inappropriate image I will stop, turn off the monitor and seek help immediately.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone including teachers, classmates or other children.
9. I will not try to see, send, or upload anything that says and/or shows mean things about anyone's race, religion or gender.
10. I will not take credit for other people's work.
11. If I have a problem, I will not try to fix it. I will stop, and tell a teacher immediately.
12. I will not block or interfere with school or school system communications.
13. My computer use is not private. My teacher may look at my work to be sure I am following these rules. If I am not, there will be consequences which may include not being able to use the computer.
14. I am responsible for the quality of my computer. I understand that if my computer or Chromebook is damaged, I will be charged a \$100 technology maintenance fee to my account.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent(s)/Guardian(s): I have read and discussed with my son/daughter the Acceptable Use Agreement, and I give permission for him/her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources and their use is electronically monitored, I am aware of the possibility of my son/daughter gaining access to material that Harvest Time Academy may consider inappropriate or not of educational value.*

Print Parent's/Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*STUDENTS MAY NOT USE HTA TECHNOLOGY UNLESS THIS AGREEMENT  
HAS BEEN SIGNED AND RETURNED.**

## Appendix C

### CHILD CUSTODY POLICY

#### Child Custody

Harvest Time Academy (HTA) will honor all current court orders, decrees, or instructions pertaining to custody situations. It is the responsibility of adults who have custody of a student to submit to HTA a certified copy of the most recent court order or decree.

In sole custody situations, the custodial parent has the right to determine the child's education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by the court or parents in the final judgment or order.

Both parents, custodial and noncustodial, have equal access rights to the school records of their children unless HTA has received a copy of a court order or decree indicating otherwise.

HTA will not act merely on the desire of one parent to prevent the other parent from seeing a student.

Noncustodial parents will not use HTA to contact their children unless an emergency exists.

#### A) Definitions

1. "Adult" means an individual eighteen (18) years of age or older.
2. "Court order" means a decree, order, or instruction given by any court of competent jurisdiction.
3. "Child" means any individual under eighteen (18) years of age.
4. "Custodial parent" means the parent awarded custody of the child by the custody decree from any court of competent jurisdiction.
5. "Custodian" means an adult other than a parent or guardian who is acting as a parent in the absence of a parent or guardian.
6. "Custody" or "legal custody" means (1) custody exercised by the natural or adoptive parent with whom the child resides, or (2) custody granted by order of a court of competent jurisdiction. Legal custody generally includes the right to determine the child's upbringing, including education and health care.
7. "Guardian" means an individual appointed by the court to care for and manage a child during the child's minority.
8. "Joint legal custody" means both parents share legal custody of the child. Neither parent's rights are superior, except with respect to specified decisions as set forth by the court or the parents in the final judgment or order.
9. "Noncustodial parent" means the parent not granted custody of the child by the custody decree.
10. "Parent or parents" means the natural or adoptive mother or father of the child.
11. "Parenting plan" means a court-approved written parenting plan or written joint custody agreement wherein each parent's rights and responsibilities in joint custody situation are described.
12. "Records" means any record, file, document or other material maintained by the district or person acting for the district, which contains information directly related to a student.

Records may include, but are not limited to, such documents as: attendance, report card, permanent record, academic information possessed by the classroom teacher, medical information, and anecdotal information.

"Records" does not include a personal record developed by a staff member which is in the sole possession of the maker thereof and not accessible or revealed to any other person except a substitute for the maker.

Information compiled through the efforts of a school psychologist are not subject to inspection as outlined in this document.

14. "Residential parent" means the parent having joint legal custody with whom the child primarily resides during the school year. The residential parent may be designated by the court as the primary caretaker of the child and/or the residential parent's home designated as the primary home of the child for the purposes of public assistance.

15. "Stepparent" means the spouse of the child's father or mother.

## **B) Access to Records**

### **1. Right to Inspect and Review Records**

The following criteria shall be used to provide direction for access to records:

- Both parents maintain equal access rights to school records pertaining to their children, unless HTA has received a certified copy of a court order or decree indicating otherwise.
- At the custodial parent's request HTA shall allow the stepparent to act for the custodial parent unless the noncustodial parent objects in writing.
- A custodian with whom a student lives may review records unless the custodial parent has provided written instructions to the contrary.
- The following also have access rights to a student's records:
  - a) A court appointed guardian.
  - b) An agency to whom jurisdiction over the child has been awarded.

### **2. Conflicts Between Custodial Parents and Noncustodial Parents**

- When a noncustodial parent requests records, HTA will attempt to notify the custodial parent of the request. The noncustodial parent shall be advised that notification shall be attempted at the time the request for records is made.
- If the custodial parent requests that the noncustodial parent be refused access to records, the following shall be done:
  - a) HTA shall inform the custodial parent that (1) the noncustodial parent has the right access, and (2) that HTA must provide access unless a court order or decree indicates otherwise.
  - b) The parents shall be encouraged to resolve conflicts without involving school personnel.

### **3. Requests for Records for Custodial Litigation**

- Records requested by an attorney representing a parent shall be acquired by subpoena or by written consent of the parent.
- Nothing in this section shall be construed to deny either parent the right to review and copy student records for purposes of custodial litigation.

## **C) Custody and Right of Visitation**

1. It is the responsibility of the custodial parent to provide HTA with the custody decree and any superseding court order. If the noncustodial parent provides such documentation to HTA the custodial parent shall be informed and given an opportunity to verify the documents.

2. When a conflict arises relative to non custodial parent access to a child, the most recent court order or decree in our possession shall prevail.

If a disagreement concerning access to a child at or after school occurs between parents, the position of the custodial parent shall prevail until otherwise determined by a court order or decree.

3. Requests by a noncustodial parent to visit with or talk to a child shall be subject to the following:

- Children should not be contacted at school by the noncustodial parent unless an emergency as determined by the school administrator exist.
- HTA shall attempt to notify the custodial parent as to the nature of the noncustodial parent's request.

4. Unless the noncustodial parent objects in writing to HTA. HTA shall allow the stepparent to act for the custodial parent.

## **D. On-Campus Confrontations**

A visit to the campus by a noncustodial parent may result in a confrontation with school personnel. In order to minimize the chances of such confrontation, the following guidelines shall be followed:

1. Identification shall be requested whenever identity is in doubt.
  2. If identification is confirmed, inquiry shall be made as the custody and visitation rights.
  3. The visitor's response to the inquiry shall be confirmed by reference to the court order in school files.
    - a) If a reference to the court order indicated no restriction on the visitor's right to visit the child, the visitor may visit the child under the following conditions:
      - The school administrator determines that an emergency exists, justifying the interruption of the child's education by the visit.
      - The school administrator or administrator's designee shall sit in on the visit, which shall take place in the administrator's office.
      - The visit shall be limited to the time necessary to deal with the emergency.
      - The noncustodial parent shall be informed that school visits are strongly discouraged and generally allowed only in case of an emergency.
      - The noncustodial parent shall be informed that exercise of visitation rights should be worked out through the legal system.
    - b) If a court order in the files indicates that the noncustodial parent has no right to visit the child, the noncustodial parent shall be asked to leave.
- If necessary, the police shall be called for the purpose of removing the noncustodial parent from the campus.
4. The HTA school administrator shall develop a plan to provide for the possibility of custody confrontations. The plan shall include placing the child in a location unknown to the visitor. (This applies to both preschoolers & elementary students)
  5. The school administrator shall familiarize staff regarding the provisions of this regulation.

## **E. Joint Legal Custody**

HTA will follow the provisions of the parenting plan/joint custody agreement when questions impacting on the school arise regarding a child in joint custody. The residential parent is responsible for providing HTA with a copy of the parent plan/joint custody agreement.

In some cases the child resides with parents on an alternative basis. In such cases, both parents are equally responsible for providing the parenting plan/joint custody agreement to HTA.

## **F. School to Parent Communication**

HTA shall direct all school-to-parent communication to the custodial parent and to the residential parent. In sole custody situations, HTA shall send copies of school-to-parent communication to the noncustodial parent at the direction of the custodial parent. In joint custody situations, HTA shall send copies of school-to-parent communication to the nonresidential parent at the request of the nonresidential parent.

## **G. Parent-Teacher Conferences**

The teacher will conference with the custodial parent and with the residential parent. In sole custody situations, the teacher will conference with the noncustodial parent at the direction of the custodial parent. In joint custody situations, the teacher will conference with the nonresidential parent at the request of the nonresidential parent.

**\*PLEASE REMOVE THIS PAGE AND RETURN IT TO YOUR STUDENT'S TEACHER\***

*I have read, understand, and agree to adhere to the HTA Child Custody Policy.*

**Student's Name:** \_\_\_\_\_ **Classroom:** \_\_\_\_\_

**Print Parent's/Guardian's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix D

### Harvest Time Academy Parent/Student Agreement

In making this application, I/We agree that:

- We will accept the challenge to “train up a child in the way he should go” and state that this training will be carried on in the home. We shall place our trust in Harvest Time Academy to extend that training more completely.
- At least one parent of the applicant is a Christian, having accepted Jesus Christ as personal Savior (Romans 10:9-13). Salvation is by faith alone in the death, burial, resurrection of Jesus Christ (1 Corinthians 15:3-4), and is not of works (i.e. baptisms, sacraments, confirmation, and church membership).
- We will faithfully attend the services of a Bible-believing church. The Bible, consisting of the 66 books from Genesis to Revelation, is the inspired Word of God and our authority in all matters of faith and practice.
- We have read the updated Parent/Student Handbook and agree to abide by all standards, procedures and regulations therein.
- We will pray for the school’s staff.
- We will not foster or exercise at HTA any personal religious doctrinal belief or practice contrary to that which is promoted by HTA.
- The school personnel are authorized to discipline our child(ren) in accordance with the Parent/Student Handbook.
- We will pay all tuition fees promptly and according to school policies. Late fees will be added to payments received after the due date. When a tuition account is arrear, the student(s) may be asked to withdraw from HTA and all records, except medical, will be held until required payments are made in full.
- If our student(s) is withdrawn, we will notify the school office in writing before the first of the month in order to avoid paying the entire month’s tuition. I also understand that there is a \$500 fee for withdrawing before the end of the current school year.
- Our child(ren) will participate in schedules, field trips, class trips and other school activities.
- We understand that HTA does not provide voluntary medical coverage for students. Should a student become injured on the premises or during a school-sponsored event, the student’s family insurance is the primary carrier.
- The Board of Directors reserves the right to revise, add to, or delete any and all statements, practices, and policies contained in the Parent/Student Handbook. This may be implemented at any time throughout the year as determined appropriate and in the best interest of the parents, students, faculty, staff, vendors, and all other related constituents involved with Harvest Time Academy.
- We will promote the spirit of unity within the school by following the Matthew 18 principle. If a problem arises, we will first contact the school personnel who can help (rather than those not involved). We will follow the proper chain of command when necessary until the problem is resolved. The parties to this agreement adhere to Christian principles and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claims or disputes arising out of or related to this agreement, including but not limited to, claims arising from statute, ordinance, regulation, case law or any other source shall be settled by biblical based mediation. If resolution of the dispute and reconciliation do not result from such effort, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. Each party, regardless of the outcome of the matter, agrees to bear one-half of the fees and costs of the arbitrator and any other arbitration expense. The parties to this agreement have had an opportunity to consult legal counsel before signing this agreement.
- I have read, understand, and agree to adhere to the new coordinated dress code policy at HTA.

- In our emails, phone calls and face to face conversations, we will approach teachers, administration and other parents in a respectful manner.
- We will avoid posting or responding to negative social media posts about HTA.
- We will support Harvest Time’s scriptural stance on marriage and gender regarding cohabitation, homosexuality, transgender and same-sex marriage, understanding that the practice of these lifestyle choices is inconsistent with enrollment at HTA.
- Parents/Guardians of current HTA students are to be continuous role models of Christ-like behavior to their children and to the members of other school families. Expected to faithfully practice biblical standards in their home, church and community, parents are expected to glorify God in all that they do (1 Corinthians 10:31), including striving to be godly examples in their dress (1 Peter 3:3, 4), their words (James 3:5-12, Luke 6:45), their actions (James 3:14-18), and in their attitude (Philippians 2:1-16). Should a parent neglect one or more of these responsibilities, it may become incumbent upon the school administration and HTA Board of Directors to exercise the appropriate measures to resolve the situation in accordance with the decision of the board. If the situation cannot be resolved peaceably, then said parent(s) and/or guardian(s) will be expected to quietly withdraw their children from the school.
- Recommendation for admission of the applicant is at the discretion of the HTA administration. Outstanding tuition, fees and fines, may jeopardize a student’s re-enrollment. Final approval of admission, including re-enrollment, is determined by the administration and HTA Board of Directors.
- I have read and understand the attendance and tardy policies and agree to adhere to its guidelines so that my child can receive the maximum benefit of an excellent education program.

*I/We have carefully read the above guidelines and have completed all required items in the application process. I/We agree to uphold all guidelines as part of the HTA family.*

\_\_\_\_\_  
Father’s Name

\_\_\_\_\_  
Father’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother’s Name

\_\_\_\_\_  
Mother’s Signature

\_\_\_\_\_  
Date