



Harvest Academy
Parent/Student Handbook
2023-2024

Harvest Academy Vision:

Students and families glorifying God with their hearts and minds.

Harvest Academy Mission Statement:

Partnering with Christian parents to provide their children with a classical education founded on a Biblical worldview, to form missionally-minded disciples through a lifelong pursuit of knowledge and wisdom in their passionate service of Jesus Christ.

Educational Purpose and Philosophy:

The purpose of Harvest Academy is to academically prepare all students for service in God's Kingdom. A Christian worldview is integrated into every aspect of our students' education. Biblical principles and values are woven throughout the curriculum, fostering a deep understanding of the Christian faith, and its implications for all areas of life. Students are encouraged to develop a personal relationship with Jesus Christ, explore Scriptural truths, and apply their faith to academic pursuits and real-world scenarios.

Our primary approach to education is rooted in classical education inside the framework of the University-Model®. Classical education is structured in the three stages of learning known as the Trivium: the Grammar stage, the Logic stage, and the Rhetoric stage, each of which builds upon the developmental skills of the child.

Grammar stage (PreK-5th Grade) - In Grammar School, students focus on acquiring foundational knowledge and developing strong language skills. This includes a mastery of factual information delivered through poetry, Biblical text, mathematics, vocabulary, geography, and historical narrative.

Logic stage (6th-8th Grade) - Students begin to apply the difficult "how" and "why" questions to all disciplines and subject areas. The focus on critical thinking, reasoning, and analytical skills leads to recognizing invalid conclusions and the construction of persuasive arguments.

Rhetoric stage (9th-12th Grade) - Students emphasize the integration of academic content by understanding the connections between bodies of knowledge and building the power of persuasion within the world of ideas. They develop communication skills to articulate their thoughts effectively through

written and spoken presentation, and the Rhetoric stage culminates in the realization of wisdom.

The University-Model® School International (UMSI) education includes a rigorous academic program, student activities, and character development.

- This academic program utilizes the best aspects of tradition, full-time public and private schools, as well as home schools, and molds them into one model. UMSI uses a university-style schedule adapted to the elementary, junior, and senior high levels. Professional teachers teaching in their areas of expertise conduct *central classroom* instruction. Students attend classes in their central classroom three days per week, on Monday, Wednesday, and Thursday. Students then spend their alternative days at home in their *satellite classroom*, where their parents continue their instruction as provided by their professional teacher.

The key to success for a UM school is the integration of a parentally guided, biblically grounded Christian faith and a sound, teacher-facilitated academic environment. The Bible gives parents the authority and responsibility for raising their children with the goal of becoming disciples of Jesus Christ. In UMSI education, that parental authority and responsibility, though not surrendered, is shared with a formal educational institution. Harvest Academy will assist, not supplant, parents in their work of training and educating their children.

Parents retain oversight of their child's educational progress and are able to determine how involved they will be in the academic institution. Parents are to be involved in the out-of-class instructional responsibilities of their children's courses based upon each child's age and stage of academic development. Parents are responsible for building into their children those character qualities that reflect their understanding of the Christian faith while Harvest is to operate in harmony with that authority by offering a challenging academic track within the context of those Christian values. To that end, Harvest will educate students in a manner consistent with the school's Statements on Faith, Life, and Conduct, with emphasis on the necessity of a personal relationship with Jesus Christ. In doing so, the school will integrate the Christian faith and a biblical worldview as fully and appropriately as possible in all disciplines. In matters of Christian character building, Harvest will partner with parents, providing support, guidance, information, and tools to use both at home and in the classroom. When

done properly, the UM school will provide opportunities for a well-rounded schooling experience.

Harvest Academy will develop, implement, and maintain academically challenging, college-preparatory courses that integrate an appropriate level of parental involvement in each student's out-of-class study/instruction. Harvest will encourage and expect the student to learn the material assigned, and will provide regular feedback to both students and parents regarding student progress from both an academic and character perspective.

Harvest Academy is designed specifically for parents to take an active role in the oversight and implementation of their child's education. This role is ever-shifting as the student progresses through the grammar, logic, and rhetoric schools. In partnering with parents in this manner, Harvest is able to effectively integrate the home and school toward obtaining the common goal of Christian character development and a solid academic preparation for college and life.

Equipping Students to Handle Controversy and Challenge

Harvest Academy will follow these guidelines concerning the relationship between sound education, that is both biblical and college-preparatory, and the treatment of difficult or controversial issues.

- *Engage, Don't Retreat:* Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Christ and then to teach them to obey all He has taught us, we will not encourage our students to retreat from contact with a sinful world, but rather to train them to effectively reach out to unbelievers.
- *Build Bridges:* Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, we will engage in the study of other cultures and thought forms so that our students will have a better understanding and ability to communicate with all people.
- *Articulate Your Worldview:* Because God expects His children to be ready to make a defense (1 Peter 3:15), acting as salt and light to a world that is often foolish in its understanding and in its principles, we will teach our students to evaluate and correctly respond to difficult or controversial realities in light of God's Word so that they may be able to confront the world without becoming stained by it.

- *Develop Critical Thinking:* Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications, and to apply these skills to godly purposes.
- We do not intend to shield students from the sin and wrong thinking inherent in a fallen world. Rather, we will teach them to confront those realities openly and honestly, from a God-centered perspective and in an age-appropriate setting, so that they might be prepared to have an impact on the world without becoming part of the world.

Admissions

At Harvest Academy, children are accepted through a formal admissions process. Both parental involvement and student cooperation is essential for Harvest to fulfill its mission. Therefore, as a condition of acceptance to this school, the parents and student(s) applying for admissions must fulfill the following requirements:

1. **Attend a Parent Information Meeting** - This is *required* before submitting an application.
2. **Pray** - Seek God's direction with Harvest Academy
3. **Submit an Application** - Everything for this can be found on our [Admissions Page](#)
4. **Register for and Complete Admissions Testing** - A completed application must be received before scheduling and test registration can occur.
5. **Family Interview** - We will contact you regarding scheduling a family interview in which we need to meet with all family members living at home or involved in the co-teaching duties.
6. **Offer of Admission** - When all the above steps are completed, a letter will be mailed to your family informing you of your application status and how to proceed with registration. You may also be contacted if a second interview is needed.
7. **Enrollment** - Once registered, all new families will continue to receive important updates leading up to the new school year regarding parent training, tuition payments, etc...

Non-Discrimination Policy - Harvest Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, programs and athletic and other school administered programs.

Attendance Policy

North Carolina's compulsory attendance law requires school attendance between the ages of 7 and 16. All absences and tardies are recorded on the student's school record. Attendance for "on-campus learning days" is critical to the success of every student. Parents should do their best to plan all appointments for home days.

General Principles:

- Students are required to be in school for 3.5 hours in order to be counted present for the whole day.
- Absences are either considered excused or unexcused:
 - Excused absences:
 - Serious illness, death in the immediate family, or a family emergency
 - Medical or dental appointments with a doctor's or parent note
 - Pre-approved absences
 - Unexcused absences:
 - Vacations or trips not approved in advance by Head of School
 - Absences without notes provided
 - Students should not have more than five (5) unexcused absences per semester
- All students and parents should be overly communicative with their child's teacher regarding absences to ensure continued success. Please contain all absence-related communications to email only.
- Students are considered tardy if they arrive after 8:45 am. Please arrive on time to limit classroom disruptions.

Dismissal and Student Pick-Up

- Students will be dismissed promptly at 3:15pm. Please ensure that your child is picked up on time.
- Children will not be released to a person who is not listed on the "Emergency Contacts/Pick-up" sheet located in the main office.

Visitors and Guests

- Parents are encouraged to visit during on-campus learning days. Please communicate in advance with the school and your child's teacher if you plan on staying during instruction. All visitors are required to sign in with the front office administrator.

Academics

In addition to regular parent-teacher communications, students will receive a quarterly progress report, and a bi-annual report card to demonstrate academic achievement.

Grading Scale and Report Cards

Kindergarten - 2nd Grade

"E" - The student Exceeds Expectations

"S" - The student shows Satisfactory performance in this area

"N" - The student Needs Improvement in this area

"R" - The student requires Remediation in this area

3rd - 8th Grade

A (Exceptional) 100-90

B (Above Average) 89-80

C (Average) 79-70

D (Below Average) 69-60

F (Failing) 59-0 and below

Modifications to Standard Instructional/Evaluation Practices

Grammar, Logic, and Rhetoric Schools: Harvest Academy and its educators are not currently equipped to modify the instructional or evaluation practices or procedures outside of what a parent could address in normal circumstances at home in response to a student's learning disabilities or other special challenges, such as a medical diagnosis. All students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individualized standards developed in response to special needs.

Should a child have a professionally documented learning disability, the paperwork must be submitted to the Administration at Harvest Academy prior to the start of school. Accommodations deemed appropriate for and reasonable in the Harvest classrooms may be implemented at the discretion of the Administration.

Carpool, Drop-off, and Pick-up

School doors open at 8:30am and Day-Starters begin promptly at 8:45am. Parents can walk-up to drop off their children, or utilize the carpool line. Parents are invited to join us for Day-Starters. Students will first report to class, drop off their items, and will report as a whole group to the sanctuary.

Dismissal begins promptly at 3:15pm. Students can be picked up either by the carpool lane or walk-up line. All parents should have a sign with their student's last name printed on it for quick dismissal. Carpool parents should display this sign on their windshield.

Communicable Diseases, Illness, Allergies, and Medications

At various times throughout the year, students may become ill. We do not have a school nurse, but our school staff is trained and prepared to deal with emergency situations. If a student becomes ill at school, his or her teacher will contact parents or other authorized emergency contacts. Office personnel cannot provide medications to students, but we will provide general first aid such as Band-aids, temperature checks, ice, etc. Please note that the school cannot dispense pain relievers such as Tylenol or Ibuprofen.

Students who have been diagnosed with a communicable disease, such as measles, mumps, whooping cough, scabies, chicken pox, fifth disease, etc., must remain out of school until released by their doctor. Students who become aware of situations that involve vomiting or bleeding must immediately notify a member of the faculty, staff, or administration. The school office will call the parent of any child who becomes ill while at school. Strict precautions must be taken to prevent passing on communicable diseases.

Students must be free from a fever for twenty-four (24) hours before they will be permitted to return to school after an illness. Any students who present to the front office with a fever, lice, or have recently vomited must be picked up from school as soon as possible and remain home for the remainder of the school day.

Please keep your child home from school if he or she exhibits any of the following symptoms:

- Fever of 100 or greater

- Suspected contagious illness (flu, covid, unidentified rash, strep throat, etc...)
- Contagious condition (untreated head lice, pinkeye, or impetigo)
- Vomiting or diarrhea
- Severe stomach ache, headache, sinus infection, or ear ache
- Runny nose with yellow or green drainage
- Persistent cough
- Anytime your child feels poorly enough to be a disruption to their own or others ability to learn in the classroom

Your child's teacher will be in contact about any school work missed and what needs to be completed to catch back up.

Allergies - If a student has any known allergies, it is the parents responsibility to communicate any and all relevant allergies in writing to the Head of School and to the student's teacher. Harvest Academy will do its best to accommodate this allergy.

Asthma - If a student has documented asthma, it is the parents' responsibility to provide the school with a proper action plan as outlined by the child's primary care provider.

Epi-pen - Any student with an Epi-pen or inhaler must have an action plan on file. All such devices will be kept in a designated and secured box and kept at the front desk with office administration.

Communication

Communication is *vital* in the University-Model® of education. The need for excellence in communication cannot be overstated for the successful and enjoyable experience at Harvest Academy. Administration and teachers will communicate regularly with parents through DreamClass, the family newsletter, Google Classroom, email, social media, the website, telephone, meetings, and most importantly, the Weekly Assignment Sheet. We encourage parents and students to contact teachers to clarify assignments or expectations. Also, parents and students should attend all school meetings and training opportunities designed to inform the parents of important topics or events and help the parent learn how to be an effective co-teacher.

For classroom related concerns (behavioral or curricular) please reach out directly to your child's teacher. They are the first step in the chain of communication. Teachers expect communication via email, and this is their preferred method unless they specify otherwise. Please reach out to the Head of School if you do not receive a response

within 24-hours during the school week (please allow additional time for weekends and breaks).

Communication Folder (Grammar Students) - Each grammar student has a red and green folder. Green folder items should be completed and returned to school ("Green for Go"). Red folder items are yours to keep at home ("Stop on Red"). Please check these folders daily.

Parent Teacher Conferences - These are scheduled for October 17th, 2023 and February 20th, 2024. Conferences outside of these times can also be arranged with the teacher if there is any need or concern.

FERPA - The Family Educational Rights and Privacy Act (FERPA) is a law that requires both parents to have access to their student's educational records unless there is a court order denying this right. Harvest honors this law by providing parents access to records. FERPA does not require that schools honor a standing request for information, furthermore it does not pertain to such information as general announcements, school pictures, teacher conferences, and other similar information. Harvest will try to honor all requests for information, but it is up to each parent to be in contact with the school and their child's teacher.

Discipline and Code of Conduct

Even a child is known by his actions, by whether his conduct is pure and right.

Proverbs 20:11

The purpose of Harvest Academy's Student Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. It is fully expected that students follow these guidelines both on and off campus, striving to represent a positive image at school, at home, at church, and in the community.

Discipline involves training a child so that he/she can take moral responsibility for his or her own choices. Discipline is sometimes required as a consequence for making poor choices. However, our emphasis is on positive instruction and practice in proper behavior. We want the child to be guided by the love of virtue, not fear of reproof. Our

goal is having every student accept Jesus Christ as his/her Lord and Savior and to surrender to His Lordship; at that point, the child will learn to walk in the Spirit, and the child's relationship with God becomes his or her moral compass.

Philosophy of Discipline

Hebrews 13:17 makes it clear that it is profitable for children to "obey those that have rule over them." Jesus says that we are His friends if we obey Him (John 15:14). Obedience is responding with the right attitude, immediately and completely. The goal of all corrective action is the restoration of the student's right-standing with a peer, an authority and/or the Lord. We know that all children struggle with self-will; that is man's/woman's condition.

Here are some of the Scriptures that govern our approach to discipline at Harvest Academy:

| Conduct | Supporting Scripture | Examples |
|---|---|---|
| Respect for Authority and Ready Obedience | Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you." Heb. 13:17 | Not wanting to listen or learn Not following the teacher's directions |
| Respect for Others | "And a second is like it: You shall love your neighbor as yourself." Matthew 22:39 "Do nothing out of selfish ambition or vain conceit, but in humility, consider others better than yourself." Philippians 2:3 | Taking/abusing someone else's property Bothering another student Excessive talking, loudness, and disrespect. |
| Diligence to Duty | "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17 | Not completing homework Not having books or supplies ready when |

| | | |
|---------------------------------|---|--|
| | <p>“So, whether you eat or drink, or whatever you do, do all to the glory of God.” 1 Corinthians 10:31</p> | <p>school begins</p> <p>Not in dress code</p> <p>Talking without permission</p> |
| <p>Exercise Godly Character</p> | <p>“And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment.” Matthew 22:37-38</p> <p>“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” Ephesians 4:29</p> | <p>Inappropriate language</p> <p>Fighting</p> <p>Lack of reverence in day-starters or school</p> <p>Dishonesty</p> <p>Stealing</p> |

How We Train Students

Discipline is a word that means “to train”; guiding, molding, encouraging, teaching, reproving, and correcting, all with a goal of bringing about desired behavior. The end result needs to be self-discipline.

As much as possible, the characteristics of our discipline are modeled after God’s:

1. God corrects us out of unconditional love. He does not love us any more when we do good, nor does He love us any less when we do evil. (Proverbs 3:12, Hebrews 12:6)
2. God corrects us because He delights in us. (Proverbs 3:12) As Christ did with his disciples, we visualize what a student could become. (Romans 8:29, Hebrews 12:10)
3. God expects us to produce fruit in our lives:
 - The fruit of repentance (2 Corinthians 7:9-11)
 - The peaceable fruit of righteousness (Hebrews 12:12, Galatians 5:22-23).
4. God forgives and forgets (Hebrews 8:12, Titus 2:14)

There are a number of ways to teach students the right way to go. We believe that unless children are trained, they cannot fairly be expected to obey the school’s rules and guidelines. We use instruction and practice in proper behavior, positive reinforcement, natural consequences, parent conferences, after-school interventions, remedial school days, loss of privileges, out-of-school (OSS) suspensions, and if

necessary, expulsion. No student will ever receive any type of corporal punishment as a disciplinary measure at Harvest Academy. We believe the school staff is primarily responsible to utilize mild forms of discipline for the purpose of sound classroom management, and the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

Enforcement of Discipline

Grammar School– Each teacher has the responsibility to enforce classroom and school rules. The Head of School will be available to assist as needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude, and the seriousness of the offense. The following are the disciplinary steps Harvest Academy will generally adhere to:

- Verbal Reprimand and Warning
 - Mild offenses only
 - Teacher and student resolve in class
- Official Call Home
 - Repeated mild or moderate offense
 - Teacher contacts parents, preferably by phone
 - Teacher and student resolve in class
- Administration Referral
 - Multiple mild, repeated moderate, or severe offense
 - Teacher sends student to the school office
 - Head of School contacts parents

Any discipline matter deemed to be of an urgent or potentially dangerous nature would be brought immediately to the attention of the Head of School, and the parents will be notified. Repeated or serious offenses may, at the discretion of the Head of School, result in temporary suspension or expulsion. All expulsions are presented to the Board of Directors within 10 days of the expulsion.

Bullying

For at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord. Take no part in the unfruitful works of darkness, but instead expose them... (Eph 5:8-12).

Harvest Academy is committed to the minds *and hearts* of our students. Our goal is to train students in love, respect, and honors for others and themselves. There is a no-tolerance policy when it comes to bullying.

Definitions

It is important to determine whether an incident is an act of rudeness, meanness, or bullying of some form. Both rude and mean actions can wound deeply and even make a huge difference in the lives of people. Such actions certainly should not be minimized; however, due to the imbalance of power and repetitive nature inherent in bullying, an act of bullying brings larger implications and should be addressed in a more serious manner. Properly categorizing an incident as bullying allows parents and the school to take the actions needed to protect the recipient, to discipline the perpetrator, and to uphold a positive school culture for all students.

- **Rudeness** is *inadvertently* saying or doing something that hurts someone else. It is usually spontaneous, unplanned, inconsiderate, and based on thoughtlessness, poor manners or narcissism. It is typically not meant to actually hurt someone. Examples could include burping in someone's face, jumping ahead in line, or bragging about achieving the highest grade (Whitson, 2012).

- **Meanness** is *purposefully* saying or doing something to hurt someone occasionally (like once or twice). The main distinction between "rude" and "mean" behavior has to do with intention. While rudeness is often unintentional, mean behavior aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, or some other personal trait (Whitson, 2012). The use of sarcasm and/or "just kidding" phrases when used with the intent to hurt and used outside of a proper relational context is considered an act of meanness.

- **Bullying** is defined as intentionally abusing one's power—usually in social situations—to harm, manipulate, humiliate, or gain an advantage over another, or to threaten to do so, and is repeated over time (Whitson, 2012). This abuse of power may occur through: (1) the power of words (Prov 12:18; 16:28): (2) physical power (2 Tim 3:3), 3) the power of belonging or acceptance (Matt 7:1-5) or 4) the power of social media and communication devices.

- Physical bullying - when one person engages in physical force against another person, such as hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying - when someone uses their words to hurt another, such as by belittling or calling other hurtful names. This can be written or verbal.

- Nonverbal or Relational bullying - when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip.
- Cyber-bullying - a particular form of bullying that takes place using electronic devices such as cell phones, computers, or tablets. This most often occurs on social media through text messages, chats, or other communication platforms.

All bullying-related issues will be reviewed by the classroom teacher(s), and Head of School to determine the proper course of action.

Device Policy

To maximize the integrity of the learning environment, students will have very limited access to personal digital devices such as cell phones or smart watches. Adherence to these rules is critical for ensuring the highest level of student success.

- Grammar School- Cell phones are not permitted in classrooms. If cellphones are brought to school, they must be off and in the student's backpack at all times. Students are allowed geo-location smart watches but these should not be capable of sending or receiving messages during school hours. Students are responsible for the possession, content, and use of their device at all times.

Prohibited Items:

- Items that are considered dangerous or inappropriate for school include but are not limited to: knives, guns (firearms and replica firearms), alcohol, tobacco, drug paraphernalia, lighters, fireworks, and electronic vaping devices.
- Students who knowingly bring prohibited items to school will be subject to major student disciplinary actions ranging from OSS to expulsion. All incidents of prohibited items will be handled by the Head of School and reported to the School Board or local law enforcement if deemed necessary.

Dress Code

Uniform guidelines can be found on the school website inside the parent portal. The purpose of Harvest Academy's dress code is to reflect the school's desire to honor God and disciple students. It is to encourage modest, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt 6:28-34; 1 Cor 9:19-23; 1 Peter 3:2-4; 1 Tim 2:9-10; James 2:1-5).

General guidelines include:

- All clothes must be neat and clean at the beginning of each day and may not be torn, have fringed edges, or any other unusual features which will call undue attention to themselves.
- Hair should be kept groomed and free from bizarre coloring or styles.
- Jewelry should be kept to a minimum and not distracting. Harvest Academy is not responsible for lost, broken, or stolen jewelry.
- Hats are not permitted to be worn except on announced special days.
- Sweaters and sweatshirts are permitted in the classroom but should be solid, school colors. Many of these items can be found on the school website under Harvest Gear
- Cold-weather gear, such as overcoats, should only be worn during recess and does not need to be school-color specific.

Spirit days are designated each Thursday. Students are encouraged to wear their “Spirit Wear” tops, and should wear bottoms aligned to the standard dress code.

Financial Policy

God’s Word calls us to be faithful stewards of our resources. As a privately funded educational institution, we are heavily reliant upon faithful and timely tuition payments. In order to maintain a high level of teacher compensation, quality facilities, and the capacity for future growth planning, Harvest Academy requires diligence in all financial responsibilities. Monthly tuition payments are due on the 1st of every month, and are billed in 12 month cycles.

2023-2024 Tuition and Fees

- Tuition for 2023-2024 school year is \$5,500 per student.
- Application Fee - A one-time, non-refundable fee is due with submission of student application.
- Testing Fee - A non-refundable fee is assessed *per student* for each sitting to cover testing.
- Enrollment Fee- A non-refundable fee is due with enrollment.
- Late Fee - A \$50 late fee will be assessed at the end of each month for non-payment.

Dream Class

Dream Class is a fully integrated online student information system that Harvest Academy uses to manage all registration, tuition, and payment information for our families and students. Tuition can be paid monthly or annually through Dream Class. Please contact the school office if you have questions or concerns with Dream Class.

Fire Drills

Harvest Academy will complete all fire drills as outlined by the North Carolina General Statutes and maintain all compliance as directed by Guilford County and the State of North Carolina. This includes monthly fire drills, for the purpose of ensuring student and staff safety in the event of an emergency.

1. Students must cooperate in every way asked by faculty members during drills.
2. Students must leave their books in the room, form a line, and proceed to the exit posted in each classroom.
3. Students must walk, not run, quickly and quietly to the exit.

Housekeeping

As Gospel Baptist Church has graciously agreed to host Harvest Academy, it is imperative that all students keep the facility clean, orderly, and in a manner that would display an attitude of gratefulness. Students should conduct themselves at all times in a manner worthy of the gospel of Jesus Christ (Phil 1:27), taking great care to guard the relationship between Harvest Academy and Gospel Baptist.

Inclement Weather

As a general rule of thumb, Harvest Academy will review decisions made by surrounding counties regarding school closures and delays for inclement weather. Harvest Academy reserves the right to close school when it is deemed unsafe for students and faculty to commute or attend school. We will communicate this information in the following manner:

1. Phone call and sms messaging via DreamClass
2. Social media accounts and website announcements

In the event of an early dismissal, parents must pick up their children from school as soon as possible. Parents should use their best judgment on school attendance for days with anticipated weather events. Families should never travel to school if they do not feel safe doing so.

Lost and Found

Students regularly lose items at school. Lost and found will grow very quickly, and at the end of each semester, items will be donated to the Gospel Baptist Outreach Ministries program if not claimed. Please label everything with your child's name or your family name if the item is likely to be handed down to a sibling.

Lunch

Lunch should be a refreshing time spent enjoying food and fellowship with one another. Parents are responsible for providing nutritious lunches in an appropriate lunch box. Please ensure the student has his or her name on the lunch box. Harvest Academy will not be able to refrigerate any items for students. In the spirit of community, parents are invited to come and enjoy lunch with their children. Students are not allowed to leave for lunch unless properly signed out of school.

Parent Involvement

In the daily application of biblical principles to life, Harvest Academy will depend upon parents to give their children specific guidance and oversight. The administration and staff will serve to assist parents with helpful information and resources as needed and requested. Harvest will then take the position of (1) encouraging students to follow their parents' leadership, (2) emphasizing growth in Christ-like character qualities, and (3) advocating an atmosphere of respect, acceptance, kindness, responsibility, and compassion for one another.

- Parents must be committed to providing partnership instruction in the satellite classroom in order to provide quality education in accordance with the laws of the state of North Carolina and accrediting agencies. Parents are responsible for providing regular structure for completing home assignments, checking assignment sheets and monitoring the student's completion of these assignments, and helping the student as needed. Harvest will seek to provide parents with academic expertise, challenge, pacing, direction, and accountability, in a way that enhances and assists the parents' efforts at teaching their children. Research has proved that parents are the single most influential factor in a child's educational performance. The parents' role is to oversee and involve themselves in their child's education and academic progress.
- Parents have flexibility in determining what courses the child will take at the school and what training will be received at home. Parents share joint

responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to academic success (and success in general), and for encouraging students to accept increasing responsibility or the consequences of their actions. The parental teaching role ranges from direct instruction in cooperation with the central classroom teacher to monitoring of student progress, as the student progresses from elementary to high school. Harvest is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship.

- Parents are also responsible for ensuring that their student(s) is prepared for class. Before the school year begins, books and supplies should be purchased. A textbook list will be furnished annually as well as ordering information. Copyright laws are clear that copying textbook pages is illegal and cannot be done without written permission from the textbook company.

Photo and Statement Release

- All parents, students, staff, and others who may be included as set forth below in various media or written statements (Grantors) hereby irrevocably grant and convey to Harvest Academy all right, title and interest in and to record their name, image, voice, statements and/or writings including any and all photographic images and video or audio recordings made by Harvest Academy.
- Grantors further irrevocably grant to Harvest Academy, its advertisers, customers, agents, successors and assigns, unrestricted rights to use the above mentioned sound, still, or moving images in any medium, including posting on the Internet, for educational, promotional, advertising, or other purposes without limitation.
- Grantors further agree that all intellectual property rights to sound, still, or moving images belong to Harvest Academy.
- Grantors voluntarily waive the right to inspect or approve such images and waive any right to any royalties, proceeds, or other benefits derived from such photographs or recordings.
- As an enrolled student or employee, you understand that this release constitutes a waiver of your privacy rights, if any, under The Federal Educational Rights and Privacy Act.
- This release is effective on the date of acceptance into Harvest Academy and will remain in effect indefinitely.

If you are not in agreement and do not want to waive your right with the photo and statement release policy, please send a certified letter to Harvest Academy stating you do not waive your

right. If the individual is less than eighteen (18) years of age, his/her parent or legal guardian must sign the certified letter.

Report Cards

Students will receive quarterly and semesterly report cards. All of these should be signed and returned to the teacher in the green folder. Each student will receive a report card to keep at the end of the year.

Safety

The safety of students at Harvest Academy is of utmost importance. A detailed emergency plan is updated and Board-approved annually, then reviewed with the staff. Gospel Baptist Church also has an ongoing relationship with the local county and state law-enforcement agencies, including the regular presence of deputies and officers on campus. In the event of a medical emergency, 911 will be called and parents notified immediately.

Statement of Faith

As a Christian-based discipleship school, all faculty, staff, and families must sign that they are in complete agreement with, and submit to, the Harvest Academy Statements on Faith, Life, and Conduct.

Student Records

Harvest Academy will keep both digital and hard copies of your child's records. All information in these are considered highly confidential. Parents may have access to the contents of their child's file, but all documents are property of Harvest Academy. Please allow 7-10 days to process any transcript/records requests. Student files are only released to another school with written permission from the parents. Student files include:

- Application Forms
- Attendance record
- Copy of Previous School Records
- Emergency Contact Information
- Medical Records (if applicable)
- Progress Reports
- Report Cards
- Disciplinary Forms (if applicable)

Withdrawal From School

Harvest Academy, like other schools, contracts facilities, faculty, and staff on an annualized basis. After an enrollment agreement is signed by parents and given to the school office, parents are responsible to honor the agreement and pay tuition in full for the entire year. Refunds will be given on a case-by-case basis for medical withdrawal of the student, the medical inability of the co-teacher, or the student moves outside of a 30-mile radius of Harvest Academy. For all withdrawal inquiries, please email the Head of School directly.