



# Student Handbook

# **General School Information**

## **Mission Statement**

Harvest Preparatory School students are infused with Biblical wisdom, instilled with moral fortitude, instructed in academic principles through a Christian worldview, and ignited for peak performance. Each student wholeheartedly embraces the Christian worldview and therefore runs his/her race with spiritual fervor, mental aptitude and physical endurance. Students fulfill the total plan of God for their lives and begin a lasting legacy at Harvest Preparatory School.

## **School Motto**

Teaching the mind by touching the heart.

## **School Colors**

Burgundy & Gray

## **School Mascot**

Warriors

## **Warrior Creed**

Today, I chose to believe what God's word says about me.  
My past will not limit me.  
My present circumstances will not stop me.  
My future inspires me.  
I am responsible for my decisions and actions.  
My choices have consequences.  
Faith in Jesus Christ is the foundation of my life.  
My education builds upon it, and my character preserves it.  
I am a Warrior fulfilling my potential and achieving God's purpose.

## **School Hours**

7:45 AM – 2:20 PM

## **Office Hours**

7:15 AM – 3:30 PM

## **Phone Number & Fax**

Phone: 614-382-1111  
Fax: 614-837-9591

# History of Harvest Preparatory School

Founded in 1986 by Dr. Rodney & Joni Parsley, Harvest Preparatory School (HPS) was started in an effort to build a Christ-centered educational system in the Columbus, Ohio area. Harvest Preparatory School's purpose is to increase students' educational opportunities through a standard of excellence, a Christian commitment and a passion for success.

For over 30 years, Harvest Preparatory School has continued to train students in a competitive, Christian, private atmosphere. Harvest Prep develops a diverse student body academically, spiritually, emotionally, morally, socially and physically through the power of God and our highly trained and Spirit-filled faculty and staff.

We train and educate each student in a full range of academics, including the core courses of language, literature, writing, mathematics (through Calculus), science (through Chemistry & Physics), and history as well as the enrichment studies of foreign language (Spanish), music, art, and drama. In addition, we have limited classes and programs for students requiring academic intervention.

Achieving academic excellence and athletic prowess are important aspects of education for students and Harvest Preparatory School offers your child both. But by far the most important part of a student's education at HPS is our emphasis on maintaining a Christ-centered atmosphere.

Our Christian emphasis and chapel services alone set Harvest Prep apart from many other schools. All of our curricula are Christ-centered and are presented with a Christian worldview through scripture integration, devotions, weekly chapels and Bible courses. Our student body is comprised of over 70 different area churches and we encourage each student to be involved at their home church.

We are very proud of our 145,000 square feet of facilities, which is located on 84 acres of land on the east side of Columbus. Our students are able to utilize these facilities which allow for quality classrooms and labs, after school activities, a state-of-the-art gymnasium with four full-sized basketball courts and a pro-turf football and soccer field and all-weather track.

It is our desire to educate students who will make a positive difference in their world and seek excellence in our academic and extracurricular programs.

## Statement of Faith

We believe that the Holy Scriptures are inspired by the Holy Spirit, infallible, and God's revealed word to man. We believe in the inspiration of the Bible, equally in all parts and without error in its origin.

We believe that Scripture teaches that there is only one true and living God who has chosen to reveal himself as Father, Son, and the Holy Spirit. We believe in the one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act.

We believe in the fall of man and that man is a sinful being in need of redemption.

We believe in the virgin birth of Jesus Christ, that He is the Son of God and the Son of Man, that He came to save men from the condemnation of sin by offering His blood as atonement, and by making it available to all who exercise faith in Him. We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven and second coming of the Lord Jesus Christ.

We believe that for salvation of lost and sinful man, regeneration by the operation of the Holy Spirit on the basis of grace is absolutely essential.

We believe the Scriptures ascribe to the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. We believe in the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works living separated from the world, witnessing of His grace through the ministry of the Holy Spirit.

We believe that Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

We believe that the redemptive work of Christ on the cross provides healing to the human body in answer to believing prayer.

We believe that all mankind is subject to the death of the body as a result of original sin; the soul does not die, but immediately after death, enters into a conscious state of happiness or misery according to the character here possessed by acceptance or rejection of the Savior.

We believe in the bodily resurrection of both the saved and the lost, the saved to everlasting life and the lost without Christ to everlasting damnation.

We believe in the personal, imminent return of our Lord and Savior Jesus Christ.

We believe the family is God's foundational institution for human society.

We believe marriage has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only within the confines of marriage, which is a covenant between one man, one woman, and God.

We believe biblical sexuality is expressly defined by God. Before birth, God wonderfully and immutably creates each person as male or female through genetic encoding and physiological manifestation. These two distinct complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

## **Philosophy of Education**

Harvest Preparatory School is committed to the highest of academic standards. It is our commitment to serve our students as a college preparatory school founded based on a Christian worldview. Our instructional program is designed to develop each student's ability to think critically and reason logically. Within our academic program, we identify each student's particular strengths and weaknesses. Individual strengths are nurtured, while individual weaknesses are corrected, thus preparing each student to fulfill God's will in his or her life.

Harvest Preparatory School provides a Christian environment, presenting all subject matter in light of the truth of God's Word. Curriculum, methodology, and resources support the belief that all truth is God's truth, upholding our intention to stand on the uncompromising Word of God.

Harvest Preparatory School stands firmly on the belief that we work in partnership with the home in training students in the development of core Christian beliefs. We believe that the Bible clearly states that it is the responsibility of the parent/guardian to train the child in Christian principles. Our school was established to assist parents/guardians in carrying out their responsibility to God. We can do our best work for the children God has placed in our care when there is open communication between the home and school.

- "Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord." (Ephesians 6:4)
- "These words which I command you this day shall be in your heart, and you shall teach them diligently to your children." (Deuteronomy 6:6-7)
- "Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6)

Our expectation is that all parents/guardians of students attending Harvest Preparatory School will active support and positively enhance the school, the administration, faculty, and staff. (Philippians 2:1-4)

## **Educational Objectives**

### **Harvest Preparatory School will:**

Teach the Bible as the inspired, uncompromising Word of God and the single authority by which man lives. (II Timothy 3:16-17; Titus 2:13; II Peter 1:21)

Present a Christian worldview by integrating life and subject matter with the Bible. (Job 38:36; Isaiah 48:17; John 16:13; Romans 9:1; I Corinthians 1:30; Ephesians 1:18; Colossians 2:8)

Teach the application of Biblical principles for every part of daily life. (James 1:22, 2:20)

Facilitate the development of proper attitudes toward marriage and the family and the understanding and skills needed to establish God-honoring homes. (Ecclesiastes 4:12; II Corinthians 6:14; Ephesians 5:22 – 6:4; I Peter 8:1-9)

Promote physical fitness, good health habits, and wise use of the body as the temple of God. (I Corinthians 3:17, 6:19; II Corinthians 6:16)

Provide a Christ-centered environment that promotes high academic standards that are established and evaluated in relation to the potential of the uniquely created individual. (Genesis 1:27; Psalms 139:14; Jeremiah 1:5)

Guide students to become responsible, Christian citizens of our nation. (Proverbs 14:34, 29:2; I Timothy 2:1-2)

Communicate closely with the parents/guardians in every phase of the student's development, especially as it relates to the school program. (Matthew 20:27-28)

Assist families in developing Christ-centered homes and inform them of the changes in culture, which affect their children. (Deuteronomy 6:7; Psalms 144:11-12; II Corinthians 6:14, 17; Colossians 2:8)

### **Harvest Preparatory School students will:**

Develop an attitude of love and respect towards the Word of God. (Matthew 5:6)

Develop a desire to know and obey the will of God as revealed in the Scriptures. (Acts 5:29; Ephesians 6:5-7)

Acquire the necessary skills, attitudes and abilities to fulfill the will of God in their daily lives. (Romans 12:1-2; Colossians 8:23-24; II Timothy 3:16-17)

Develop the mind of Christ, learning to be led by the Spirit in all aspects of the Christian walk. (Proverbs 20:27; Isaiah 48:17; Romans 8:1-14; I Corinthians 1:30, 2:16; Philippians 2:2-5)

Comprehend Christ's view of sin and develop the ability to overcome sin, living victoriously in a non-Christian world. (Romans 3:23, 5:12, 6:23, 8:28-29; II Corinthians 2:14)

Develop self-discipline and responsibility based on submission to God and Godly authority. (Romans 13:1; Galatians 5:22-23)

Be guided to understand and accept themselves as unique individuals created in God's image. (Genesis 1:27; Jeremiah 1:5)

Develop a Biblical perspective toward the stewardship of individual talents, time, material goods and environment. (Genesis 2:15; Matthew 25:14-30; Romans 12:1; I Corinthians 19:20; II Corinthians 8:2, 3, 5)

Realize the fullest possible development of their capabilities, including their academic potential.

Gain a thorough command of the following fundamental processes in communicating and functioning in daily life: reading, writing, speaking, listening, and mathematics.

Develop creative and critical thinking skills and proper use of Biblical criteria for evaluation of the use of such skills.

Appreciate our Christian American heritage of responsible freedom, human dignity, and acceptance of authority and understanding the importance of that heritage in the development of responsible citizenship.

Gain an appreciation of the fine arts through instruction in personal artistic expression.

Develop the skills and attitude necessary to work successfully in an independent and cooperative setting.

## **Academic Affiliation**

Harvest Preparatory School has a Charter from the State of Ohio Department of Education and operates as a non-public private school. The school meets or exceeds all of the standards set forth by the State of Ohio Department of Education. Although the school is hosted by and is an educational outreach ministry of World Harvest Church, it is a non-denominational body with students representing over 70 churches from the central Ohio area. The school also holds membership status with the Association of Christian Schools International (ACSI).

## **Academic Integrity**

Each student at Harvest Preparatory School is expected to do his or her own classroom related work and homework. Harvest Preparatory School prohibits all forms of academic dishonesty, including copying homework, cheating, plagiarism, forgery, alteration or misuse of school documents and records and/or furnishing false information to the school. In addition, a student shall not knowingly furnish academic work for the purposes stated above. If a student engages in classroom related academic dishonesty, his or her grade on the work in question may be lowered and/or credit for such assignments may be denied. Students found in violation of the academic integrity policy are subject to disciplinary action.

## **Academic Probation**

An academic probation accountability plan is implemented when a student fails two or more courses or receives a "D" in three or more courses in a given quarter or semester. The probation period will last one semester in length and can be extended at the discretion of the school administration. The accountability plan for each student will vary based on the areas of deficiency. Extra-curricular activity participation privileges will be determined by the school administration.

Students who are placed on an academic probation accountability plan are not eligible for re-enrollment for the next school year until a year-end parent/guardian meeting with the school administration is held. The goal of the probation program is to provide the opportunity for students to re-establish themselves academically in order to be successful in the academic setting.

## **Acceptable Use Policy**

Because Harvest Preparatory School provides a blended learning environment, students will be provided with access to computer equipment, programs, systems, email, Internet and other technologies.

Due to its enormous size, the Internet's potential, good or bad, is boundless. As such, this valuable resource always needs to be used in an appropriate manner. All users should keep in mind when they use the Internet, they are entering a global community, and any actions taken by the user will reflect upon Harvest Preparatory School as a whole. As a result, Harvest Preparatory School expects all users to exhibit behavior in an ethical and legal manner.

Harvest Preparatory School reserves the right to examine and keep records of all data storage areas including disks and flash-drives involved in the Internet link. Records of all Internet activity will be kept to make sure that users are in compliance with all policy regulations.

For the protection of the students, filtering software is installed on all computers on the Harvest Preparatory School campus. This filtering software is server based and cannot be disabled. Harvest Preparatory School will promote only legal and ethical use of the Internet. Any other activity deemed illegal or unethical will result in disciplinary action against the student up to and including expulsion from Harvest Preparatory School.

### **The following are not permitted:**

1. Games of any kind (unless used for academic purposes at the discretion of the teacher).
2. Viewing, sending or displaying pornographic or otherwise messages of pictures.
3. Using obscene language in any electronic communications.
4. Harassing, insulting, or attacking others through electronic means.
5. Damaging or attempting to damage computer hardware, software or computer networks via physical contact or computer hacking.
6. Violating copyright laws.
7. Using other user passwords.
8. Intentionally wasting Internet resources.
9. Use of Internet for gaming or gambling.

10. Using chat rooms or other forms of direct electronic communications.
11. Unauthorized disclosure, use and dissemination of personal information regarding students, faculty or staff of Harvest Preparatory School or World Harvest Church.
12. Unauthorized access to internal or external computer networks or any other unlawful activities by students.
13. Use of Harvest Preparatory School Internet connection or computer network to solicit sales, conduct business, product advertisement or political lobbying.
14. Intentionally seeking information or obtain copies of data, passwords or files belonging to other users.
15. Students shall not misrepresent other students on any network. Identifications and passwords are confidential. If users give their identification or password to other students, they will be accountable for the activity while their ID is in use.
16. Any other actions that are considered inappropriate by the school administration or the Harvest Preparatory School Code of Honor.

Accidental access to objectionable materials could possibly happen, and if it does, the student will immediately close those materials and refrain from identifying or sharing the location of this material. Should accidental access occur, the student must report this immediately to their classroom teacher or the school administration. Failure to do so will result in disciplinary action.

Students are not permitted to remove any computer equipment or components from the school property for any reason. Students are also not authorized to load software of any kind onto a computer or device owned by the school – this includes downloading anything from the Internet.

Students found in violation of any established technology policies are subject to both disciplinary action and run the risk of being denied access to technology usage while on campus.

## **Administrative Prerogative**

The intent of this handbook is to outline policies and guidelines that apply to students and parents/guardians. Harvest Preparatory School administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent conferences, suspension and/or expulsion, and required counseling.

## **After School Supervision**

All students should report to their after-school locations before 2:30 PM and should be supervised by an approved member of the school faculty or athletic coaching staff. Students in Upper School using bus transportation should report immediately to Murphy Gym for dismissal at the 2:20 PM bell. The first bus number is called beginning at 2:25 PM for students to load. Student-drivers and students being picked up by a parent/guardian should depart campus by 2:30 PM. Students should not loiter in the school parking lot or pick-up area after 2:30 PM. Lower School students will be escorted by their teachers to parent pick-up, bus dismissal, or extended care beginning at 2:20 PM. Students found in violation are subject to discipline and/or removal from extra-curricular participation.

## **Amendments or Changes**

Harvest Preparatory School reserves the right to amend, revise, supplement, delete, alter, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents/guardians will be notified of such changes as they occur. Parents/guardians agree to accept and abide by any such subsequent additions, modifications, or deletions.

## **Arrival**

Lower School students are permitted to enter the building beginning at 7:25 AM using the East Entrance doors only. Students participating in the Extended Care Program are permitted to enter the building beginning at 7:00 AM and should enter at the MAC/Globe Entrance and should be escorted by a parent/guardian to the classroom. Students arriving to school after 7:45 AM should enter at the MAC/Globe Entrance and be escorted by a parent/guardian and sign in with the security officer.

Upper School students are permitted to enter the building beginning at 7:15 AM using the MAC/Globe Entrance doors only. Students should wait in the MAC Café until the 7:35 AM bell. Students arriving to school after 7:45 AM should report directly to the Attendance Office in E-Wing to sign in.

Lower School students riding the bus will be dropped off at the East Entrance. Upper School students riding the bus will be dropped off at the MAC/Globe Entrance.

Student drivers are required to park in the lot adjacent to Shannon Road and enter at the MAC/Globe Entrance.

## **Athletic Eligibility**

OHSAA Association Bylaw 4-4-1 – High School Scholastic Standards

In order for a student to be eligible for participation in athletics through the Ohio High School Athletic Association (OHSAA), the following guidelines should be met:

- Be enrolled as a student.
- High school student-athletes must pass courses totaling five (5) credit hours contributing towards graduation in the grading period immediately preceding the beginning of the season. A student-athlete not meeting the OHSAA standard will be ineligible for the entire grading period.
- Middle school student-athletes must pass at least 75% of the classes taken in the preceding grading period to be eligible for participation. A student-athlete not meeting the OHSAA standard will be ineligible for the entire grading period.
- Eligibility for athletics in the first quarter shall be based upon the previous year's fourth quarter.
- Changes in athletic eligibility will become effective on the start of the fifth school day after the end of the grading period and will last until five days after the next grading period ends (summer school is not included).

It is the responsibility of the student and their parent/guardian to ensure compliance with all OHSAA requirements for participation. Additional information can be obtained by contacting the athletic department.

## **Attendance**

Harvest Preparatory School believes that regular and consistent attendance for the number of hours/days prescribed by state law is essential if students are to receive maximum benefit from the educational program afforded them.

- A. It is the responsibility of the parent/guardian to notify the applicable school office by 8:00 AM when his/her child is absent. Appropriate forms of communication include either telephone or email.
- B. In compliance with the Ohio Revised Code 3321.04, a written excuse for the absence from school may be considered for approval based on one of the following reasons:
  - 1. Personal illness (documentation from a physician may be required)
  - 2. Quarantine of the home
  - 3. Death of a relative
  - 4. Medical/Dental Appointment
  - 5. Observance of religious holiday
  - 6. Illness in the family
  - 7. Emergency
  - 8. College Visitation

Students who do not submit a note within 24 hours of an absence will be considered unexcused. Some examples of absences that cannot be excused in accordance with state law include: babysitting, outside employment, hair appointments, home chores, oversleeping, birthdays, seeking employment, transportation issues, and driver education.

Students who accumulate 18 or more unexcused absences in a given school year will be considered for dismissal or retention.

Students will be considered habitually truant if they are absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

The following procedures have been developed to address a student's attendance when there is a concern for truancy:

- 1. At thirty (30) hours of unexcused absences, a letter will be sent home to the parent/guardian reviewing the attendance policy.



2. Between thirty (30) and seventy-two (72) hours of unexcused or excused absences, the school will utilize interventions to assist with improving school attendance.
3. At thirty (30) or more consecutive hours, forty-two (42) or more in one school month, or seventy-two (72) hours of unexcused absences in one school year, the school must refer the student to an Absence Intervention Team to create an individual intervention plan within seven days of the triggering event. Within fourteen (14) school days after the assignment, the team must develop an intervention plan for the student in an effort to reduce or eliminate further absences. This plan will be monitored by the team and modified as needed.
  - a. The school is required to make (3) attempts, in good faith, to engage the parent/guardian in the development and participation of the attendance intervention plan. If the parent/guardian fails to respond to the school's attempts to include them in the development of the plan, the school may report the parent/guardian to Child Protective Services.
  - b. If a student/family does not participate in the development of the plan, a copy will be mailed to the parent/guardian and the plan will be implemented.
  - c. Within seven (7) days after the development of the plan, the school shall make reasonable effort to provide the student's parent/guardian with written notice of the plan.
4. If the student does not show satisfactory progress after the implementation of the Absence Intervention Plan, the school administration will make a formal decision as to whether or not the student will be dismissed from Harvest Preparatory School.

The Attendance Intervention Team may consist of school administrators, school counselors, the school psychologist, and/or the student's parent/guardian (release of records for consent must be completed.)

## **Awards Selections**

Students have the opportunity to be recognized for their performance in the classroom by earning various academic subject area and character awards from the faculty and school administration at the end of each school year. The awards criteria are determined by each individual teacher and/or academic department. Honor roll qualification is determined by the established school policy. Students earning awards for perfect attendance must have attended school each day.

## **Behavior Probation**

A behavior probation accountability plan is implemented when a student continuously exhibits behavior contrary to the expectations and standards established. The probation period may last one semester in length and can be extended at the discretion of the school administration. The accountability plan for each student will vary based on the areas of deficiency. Extra-curricular activity participation privileges will be determined by the school administration.

Students who are placed on a behavior probation accountability plan are not eligible for re-enrollment for the next school year until a year-end parent/guardian meeting with the school administration is held. The goal of the probation program is to provide the opportunity for students to re-establish themselves behaviorally in order to be successful in the school setting.

In order for a student to remain enrolled at Harvest Preparatory School while on a behavior probation accountability plan, the parent/guardian must be in agreement with the plan and sign the document. Refusal of parental/guardianship agreement to support and cooperate with the plan will result in the dismissal of the student from Harvest Preparatory School.

## **Bell Schedules**

The school day officially begins at 7:45 AM and ends at 2:20 PM. The standard day in the Upper School operates on a modified block schedule, providing four 80-minute classes Monday through Thursday. Classes scheduled on Monday and Wednesday will be the same, and classes scheduled on Tuesday and Thursday will be the same. The standard Friday bell schedule allows for a chapel service and a traditional upper school bell schedule, allowing all eight (8) classes to meet for a 40-minute period. There are various times throughout the year when a special bell schedule will be used, such as the case with special assemblies, Spiritual Emphasis Week, orientations, and career days.

## **Breakfast**

Students have the opportunity to participate in the breakfast program each morning. Breakfast for Lower School students is served in the B-Wing Chapel. Breakfast for Upper School students is served in the MAC Café. Students purchasing a breakfast will have their school lunch account debited for the purchase. Students are required to report to class before

the tardy bell. No excuse passes will be written for students arriving late to class due to participation in the breakfast program, with the exception of students riding a late bus.

## Cell Phones and Electronic Devices

Cell phones and other electric devices are prohibited from being used during regular school hours unless explicitly permitted by faculty and staff for academic purposes. In addition to faculty and staff permitted usage, Upper school students are authorized to use their cell phones during lunch blocks.

### ***Internet Access for Cell Phones and Electronic Devices (See also Acceptable Use Policy)***

When using personal devices on campus, students will only be permitted to access the Internet through the Harvest Preparatory School wireless network (PrepNet). This is the same filtered Internet connection that all school computers use. Internet connections such as 3G/4G cellular or other mobile Internet provider connections are not permitted in the classroom or on campus.

<b><i>Prohibited Areas/Times of Use on Campus</i></b>	<b><i>Use Permitted</i></b>
Classrooms	Staff Discretion
Restrooms/Locker Rooms	No
Cafeteria/Lunch	Yes
School-Sponsored Extra-Curricular Events	Yes
School Buses	Staff Discretion
Library/Academic Research Center	Staff Discretion
Offices (Attendance, Administration, Athletic, Lower School)	Staff Discretion

Students may not use cameras, camcorders, or any device which may capture an image, picture, or video, in any restroom or locker room facility on the grounds of Harvest Preparatory School. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (ie. audio) and/or images (ie. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/videos of an individual without his/her consent is considered in violation of privacy and it not permitted, unless authorized by the school administration.

### ***Security and Damages***

Students who choose to bring cell phones and electronic devices onto campus do so at their own risk and should keep such items stored in lockers or bookbags when not in use. The school does not assume liability for any misplaced, stolen, or damaged cell phones or electronic devices.

### ***PrepNet: Privileges and Rights***

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have expectation of privacy on any device they bring onto the campus. If staff members suspect improper use and/or abuse of this or related policies, they have the right to confiscate devices at any time.

### ***Discipline***

- **Lower School:** Students found in violation of the established policy will be disciplined in accordance with the following system:
  - **Violation #1:** Lunch Detention
  - **Violation #2:** After-School Detention
  - **Violation #3:** 1-Day Out of School Suspension
  - **Violation #4:** 1-Day Out of School Suspension & Behavior Probation
  - **Violation #5:** Discipline Board Review
- **Upper School:** Students found in violation of the established policy are subject to disciplinary action based on a progressive matrix system up to and including expulsion.

## **Chapel**

All students are required to attend a weekly chapel service applicable to their grade level. Chapel services typically include a time of praise and worship and Bible teaching. Student leadership and spiritual development is fostered by active student participation. Guest speakers must be approved by the school administration.

## **Classroom Guests & Speakers**

All classroom guests and speakers must be approved by the school administration at least two weeks in advance. Speakers and presentations should be included in RenWeb lesson plans and tie into the Ohio Learning Standards or Bible curriculum.

## **Clinic**

The school health clinic is available for students who become ill or injured during the school day. The school nurse or health assistant will evaluate a student's health status and determine the need for the student to remain in school or to be excused and sent home. The parent/guardian will be contacted by the school nurse if additional services are required and/or the child needs to be sent home.

## **Code of Conduct**

As a member of the Harvest Preparatory School student body, the expectation is that our students will adhere to the following code of conduct:

- I pledge to show common courtesy, self-control, and respect at all times.
- I pledge to be truthful and respectful to faculty, staff, administration at all times.
- I pledge to exercise academic integrity on all class-work, homework, tests and exams.
- I pledge to follow the rules, regulations, policies and procedures included within the student handbook, the Student Code of Conduct, and actively encourage others to do so as well.
- I pledge to honor God and classmates through respectful participation in chapel services.
- I pledge not to use vulgar language, profanity, drugs, tobacco
- I pledge not to be sexually promiscuous.

The standards of student conduct have been developed to ensure that a Christ-centered environment permeates the learning atmosphere of Harvest Preparatory School. Students at our school should be aware of the principles of Christian living that are found in the Bible. The standards of conduct give students an opportunity for expression and application of these principles, which are its foundation.

Every member of the school family, students, and staff alike will strive to be doers of the Word, imitate the Lord Jesus, do those things which honor and glorify Christ, see our physical bodies as temples of the Holy Spirit, dedicate our lives to the service of the Lord, manage our time wisely, put others first, be a positive influence, avoid deliberate confrontations with temptations, and avoid activities where there is danger in addiction.

## **College Credit Plus**

Harvest Preparatory School is a participant of the College Credit Plus program, affording academically qualified students with the opportunity to earn college credit(s) from area colleges and universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide array of options to college-ready students. Participation in the College Credit Plus program is a privilege and students are ultimately responsible to submit required documentation and meet all established deadlines.

Participating students are responsible for understanding the academic integrity policy and academic probation policy established for the college or university in which they are enrolled. Infractions at the college or university can impact eligibility in programs and opportunities provided by Harvest Preparatory School.

## **College Testing**

Harvest Preparatory School provides information regarding registration for the ACT and SAT college placement tests through the guidance department. The school will provide opportunities for eligible students to take the PSAT and PLAN

test to assess growth and areas of needed improvement. Parents/guardians and students are responsible for all testing registration deadlines and testing fees.

The school CEEB code is: 361-638.

## College Visitation

Students are authorized up to two excused absences due to official college visitations. Students should complete the required documentation and have a college representative sign the form in order for the absence to be considered excused. The guidance department works diligently each year to provide students with the opportunity to participate in college presentations when representatives visit our campus. These presentations will be announced in advance and students will be required to sign up to show interest in participation.

## Communication and Language

It is our goal as a school to ensure effective and efficient communication is made between the home and school. If you have need to communicate to your child's teacher, please contact them via email or leave a message with the applicable school office. Please allow up to 48-hours for responses to any communication sent to school staff. We request that all communication be positive in approach and in accordance with Matthew 18:15-17. Students and parents/guardians should follow the appropriate chain-of-command when addressing concerns. If reasonable resolution cannot be agreed upon, you should then contact the principal for your child's grade level.

The main method of communication on behalf of the school is through RenWeb. Some forms of communication include:

- **RenWeb Blast** – standard email communication from the school to parent/guardians sharing general school news, information, upcoming events, key dates, etc.
- **Praise Report** – emailed to parents/guardians as a way to acknowledge the positive actions of a student in which they have shown forth commendable conduct.
- **Report of Concern** – emailed to parents/guardians as a way to communicate when there are academic concerns, such as poor grades on quizzes, homework, project, and/or tests.
- **Discipline Report** – emailed to parents/guardians when a student incurs a disciplinary write up. The report provides a summarized account of the infraction and the assigned disciplinary action.
- **Friday Folders** – students in lower school will bring home a folder each Friday with assignments from that week for parent review. A newsletter of the upcoming week is also included.

Students are expected to show common courtesy, self-control and respect to themselves and others at all times. Participation in pranks, belittling others, using profanity and derogatory statements, or personal outbursts is unacceptable. One's language must not reflect anger, wrath, malice, slander, and obscene talk based on Colossians 3:8.

## Community Service Requirement

We believe that cultivating quality and employable Christian leaders involves service in the community. All Upper School students are required to complete a required number of community service hours each school year. Opportunities are sometimes afforded to students within the Harvest Preparatory School community, but students are ultimately responsible to ensure opportunities are researched and attained in order to encourage growth and development. Students may complete their required hours during the school year or the summer leading up to the next school year.

Each student is required to submit the appropriate documentation for community service verification.

- Seniors (Grade 12) – 40 hours
- Juniors (Grade 11) – 30 hours
- Sophomores (Grade 10) – 20 hours
- Freshman (Grade 9) – 10 hours
- Middle School (Grade 8) – 5 hours
- Middle School (Grade 7) – 5 hours

Lower School students will participate in service projects and community service opportunities at the discretion of the faculty and school administration.

## **Credit Flexibility Program**

In 2006, the Ohio General Assembly established the Ohio Core Curriculum (Senate Bill 311), which raised expectations for what Ohio students must know and be able to do to earn a high school diploma. At the same time, Senate Bill 31 directed the State Board of Education to develop a statewide plan for implementing methods for students to earn units of high school credit based on the demonstration of subject area competency. In addition to raising the expectations for graduation, lawmakers provided flexibility to students and educators to successfully meet these higher expectations.

Flexible credit applies to any alternative coursework, custom learning activity, assessment, and/or performance that demonstrate proficiency qualified to be awarded equivalency credit toward graduation. Approved credit awarded will be posted on the student's transcript, calculated into the student's GPA (with the exception of the PE Waiver), and counted as required graduation credit in the related subject area or elective.

### **Procedures for seeking approval:**

- Any student may write a Credit Flexibility Plan (CFP) and apply for high school credit to be awarded.
- CFP applications should be submitted to the guidance counselor and will be reviewed twice annually – June 1<sup>st</sup> (1<sup>st</sup> Semester) and November 1<sup>st</sup> (2<sup>nd</sup> Semester).
- Documentation should be completed in its entirety to be considered and supplementary documentation may be requested by the school administration.
- CFP applications must be approved by the school administration before a student can begin a credit flexibility program. Approval/denial decisions are final.
- All financial and transportation obligations are the responsibility of the student and/or parents/guardians.

Harvest Preparatory School may offer limited credit flexibility options at no or limited cost to the student (ie. Physical Education Waiver for varsity athletic participation).

All approved programs will be assigned a letter grade in accordance with the established school grading scale. The teacher of record will assess the quality of work and determine the final grade. Flexible credit grades will not be considered as a weighed grade.

## **Credit Recovery**

If a high school student fails a required course needed for graduation, it becomes their responsibility to make arrangements to recover the credit by enrolling in an approved summer program. If space is available, the student may re-take the course during the next school year. Students and parents/guardians should contact the guidance counselor for questions to ensure compliance and approval before enrolling into any programs. Parents/Guardians and students are responsible for any registration and/or enrollment fees required for credit recovery.

## **Dances**

There are opportunities throughout the school year for high school students to participate in formal dances (ie. homecoming and Prom) hosted by the school. Students and guests of students who participate are required to submit the appropriate documentation before the date of the dance and be in agreement with the established expectations.

## **Deliveries**

Harvest Preparatory School cannot assume responsibility for the timeliness of deliveries for students. Student messages, lunches and other documentation should be delivered in a timely manner. Flowers and balloons for special occasions and birthdays will be stored in the applicable office and will not be delivered to the student until the end of the school day.

## Detentions

The faculty may assign classroom-based detentions based for behavioral or academic infractions. The school administration reserves the right to assign detentions for behavior infractions to include, but not limited to:

- Dress code issues
- Insubordination
- Missing ID badge
- Food or drink in the classroom

After-school detentions are one-hour in length and students are required to report to the assigned location with homework or reading material. Students are not permitted to re-schedule a detention without the approval of the school administration. Failure to report for a scheduled detention will result in further disciplinary action. Students will not be released early from detention for extra-curricular activity participation. It is the responsibility of the parent/guardian and/or student to arrange transportation. Students should be picked up from the school by 3:30 PM on detention days.

## Directory Information

Harvest Preparatory School often receives requests for directory information concerning students. We consider directory information to be names and addresses only. These types of requests often come from colleges and universities, Christian organizations, as well as academic and sports organizations, among others. It is our policy not to release directory information, unless school related, to agencies or individuals for sales promotion purposes. The school will exercise discretion in any release of directory information concerning students.

## Disciplinary Infractions

Disciplinary action will draw on the judgment of school teachers and administrators and will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment and statutory requirements. Because of these factors, discipline for a particular offense may bring into consideration varying techniques and responses. The level of discipline imposed is at the sole discretion of the school administration. Parents/guardians are expected to be supportive of the school administration and reinforce correction at home.

### Reach of the School

Harvest Preparatory School has disciplinary authority over a student:

1. During the regular school day and while the student is coming to and from school on school regulated transportation – both public and private
2. While the student is participating in any activity during the school day on the school campus
3. While the student is in attendance at any school related activity, regardless of time or location
4. When retaliation against Harvest Preparatory School or World Harvest Church employees or another student is involved, either on or off campus
5. When student behavior violates the rules of regulation of Harvest Preparatory School or the principles, policies, or programs of the school

### Discipline Management Techniques

The following discipline management techniques may be used alone or in combination:

1. Cooling-off time
2. Counseling by the teacher, guidance counselor, administrative personnel, or parent-teacher conference
3. Dismissal
4. Out-of-school suspension
5. Oral corrections
6. Referral to an outside agency for criminal prosecution
7. School-assessed and school-administered probation
8. Seating changes in the classroom
9. Temporary or permanent confiscation of items that disrupt the educational process
10. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices or positions of leadership
11. Withdrawing or restricting bus privileges
12. After school detention
13. Saturday School

## 14. Community Service

**NOTE:** It is the official policy of Harvest Preparatory School **not** to administer corporal punishment to any student under our supervision.

The list of infractions listed below warrant some degree of disciplinary action. The list is not exhaustive and the school administration reserves the right to discipline students for additional offenses not necessarily listed.

The following examples are prohibited student conduct and apply to conduct on campus and off campus – without regard to place, time or event. Students are expected to exhibit behavior and discipline in accordance with Christian principles and the code of conduct while representing Harvest Preparatory School in any capacity. The infractions listed below will be subject to disciplinary action even if the infraction occurs off campus or at a non-school event.

- **Alcohol** – students are prohibited from using, possessing, distributing, purchasing, or being under the influence of alcohol.
- **Bullying** – bullying behavior will not be tolerated. Refer to the appendix to read the anti-bullying policy.
- **Dating Relationships** – Harvest Preparatory School students are prohibited from establishing dating relationships with students of Valor Christian College, or staff members of World Harvest Church or Harvest Preparatory School. HPS students who choose to date other students must maintain a “healthy dating relationship.” Healthy relationships are based on equality and respect while abusive ones are based on power and control. Students are expected to keep boundaries which reflect Christian values and purity and show mutual respect, kindness, honesty, and no display of name calling, physical harm, or abuse.
- **Discrimination** – discrimination based upon race, sex, economic status, national origin, age or handicap will not be tolerated and is a violation of the school’s code of conduct. Students are prohibited from using insulting, degrading or ridiculing language towards other students. Such slurs made through the use of written word, oral statements, aggressive actions, symbols, or other forms of communication.
- **Drug/Use Abuse** – students are prohibited from using, possessing, distributing, or purchasing illegal drugs. This includes performance enhancing substances, or drug paraphernalia or being under the influence of illegal drugs, including performance enhancing substances, or abusing or misusing any other chemical substance, including one’s own prescription or another student’s prescription. Students are strictly prohibited from vaping or possessing vaping materials on or off campus. This policy extends to the possession, distribution, and/or representation of counterfeit or look-alike substances that are represented as illegal substances. Students found in violation of the drug use/abuse policy will be reported to local law enforcement and the governing board for expulsion.
- **Gang Affiliation** – students should not participate in any gang-related groups or activities, to include but not limited to apparel, items, tattoos, symbolic speech or mannerisms, taggers, crews, posses, or any non-school clubs. Students found engaging in gang or gang-related activity will be reported to local law enforcement and the governing board for expulsion.
- **Physical Behavior** – behavior in public places that violates propriety is unacceptable. Such behaviors include, but are not limited to displays of affection, spitting, obscene gestures, rudeness, littering, and dancing that is sexually suggestive.
- **Plagiarism** – cheating and plagiarizing work will not be tolerated. When students turn in assignments, the unspoken statement is “this is my own work.”
- **Retaliation** – retaliation against any student or staff member for the reporting or participating in the investigation of an infraction is prohibited.
- **Sexual Harassment** – the atmosphere in our school must be free of actions that create a threatening or hostile climate for any member of the community. The following behaviors can represent harassment and/or infringement upon the well being of others and are prohibited:
  - Comments, gestures, or jokes of a sexual nature
  - Displaying sexual pictures or objects

- Spreading sexual rumors or commenting about sexual behavior
  - Repeated pressuring for dates or sexual activity
  - Touching, grabbing, pinching
  - Asking for sexual favors
  - Repeated sexual innuendos
  - Physical sexual assault
- **Sexual Intimacy and Misconduct** – students should not engage in sexual intimacy. This includes kissing, petting, or any form of sexual activity.
  - **Social Media** – student owned/controlled social media must not be used as a tool to attack, bully, or abuse others. This includes students, faculty, staff, and others. Students will be held accountable for the content of their social media sites and apps.
  - **Threats** – every student and staff member has the right to attend school or work in a non-threatening environment. All physical threats, whether explicit or implied, are prohibited. Committing extortion, coercion, or blackmail, or forcing an individual to act through use of force is also prohibited.

When Harvest Preparatory School receives a report of a suspected infraction, the staff will investigate the incident and take appropriate disciplinary action, if warranted. Reporting infractions should be done by communicating with a school administrator.

Discipline appeals will be considered for review if the parent/guardian submits a statement in writing to the Head of Lower School or Head of Upper School within 48 hours of the assigned discipline. The school administration will respond to the parent/guardian in a timely manner with any new findings or modifications made to the student discipline. A submitted statement by the parent/guardian does not necessarily mean that the original discipline assigned will be reversed.

## Dress Code

As a college preparatory school, our students are expected to be dressed each day in accordance with our established dress code policies. The dress code was established in order to contribute to a positive learning environment.

The school administration reserves the right to determine the acceptability of a student's dress or appearance and the decision shall be undisputed. Correction may require exclusion from classroom activities and participation until the infraction is corrected, the students being sent home for the day, or other disciplinary action.

All students in K-12 are required to wear the standard uniform, as established by the school board. Uniforms should only be purchased through the Prep Shop located on our campus. Look-alike clothing is not authorized. All uniform items should be in good repair and of appropriate size.

Modesty, cleanliness, neatness and Christian testimony should guide dress for all occasions.

### Males (Kindergarten – Grade 12)

The approved Harvest Preparatory School uniform code for males:

- **Polo Shirts** – burgundy, black, gray or white polo with the embroidered school emblem
  - Should be tucked into uniform pants at all times.
- **Pants/Shorts** – khaki or black non-cargo style pants/shorts
- **Blazer** – maroon with school embroidered emblem
  - Required attire for Upper School every Monday and for announced special occasions
  - Blazers must be sized and purchased exclusively through the HPS Prep Shop
  - A white dress-shirt and a black tie should be worn with the blazer
  - Standard uniform pants and approved uniform shoes (or dress shoes) should be worn.
- **Belts** – solid black or brown leather only
- **Shoes** – non-marking tennis shoes laced appropriately



- Sandals, flip-flops, Crocs, and/or open-toe shoes are not permitted to be worn with the school uniform.
- Socks must be worn - solid matching colors that coordinate with the uniform.
- **T-Shirts** – only white, crew-neck, undershirts are permitted under the uniform polo shirt. No other colors are permitted.
- **Hair** - should not extend below the collar of the uniform polo shirt or below the eyebrow, with the entire ear showing. (Hair should be cut to this length – not accomplished by pulling hair behind the ear.)
  - Hair should be neat, clean, and well-groomed.
  - Designs are not permitted (ie. numeral designs, striping, etc.)
  - Hats of any kind, bandanas, “do-rags”, and combs should not be worn on or in the hair.
  - Braids are acceptable, but should be rowed neatly to the neck, without ornamentation – subject to administrative approval.
  - Hair coloring shall not be dramatically different from that occurring in nature.
  - Afros must be combed out and neatly styled; should not extend more than two inches in length.
  - Facial hair must be closely trimmed, well-groomed, and not to exceed 1/8 inch in depth.
- **Outerwear** – maroon cardigan sweater, gray or black fleece jacket, maroon blazer with the embroidered school emblem, and the “Prep” crew-neck sweatshirt are all approved to be worn during the school day.
  - Students are not permitted to wear coats, jackets, sweaters that are not uniform-approved during the school day. Approved outerwear items should not be wrapped around the neck or waist, but should be hand carried or transported in student bookbags, if necessary.
- **Jewelry** – males are only permitted to wear one earring at any given time
  - No facial piercings are permitted.

### **Females (Kindergarten – Grade 12)**

The approved Harvest Preparatory School uniform code for females:

- **Polo Shirts** – burgundy, black, gray or white polo with the embroidered school emblem
- **Pants/Shorts** – khaki or black non-cargo style pants/shorts (should fit appropriately).
- **Skirts** – khaki or maroon plaid skirt (no shorter than 2” above the knee). Leggings are only approved to be worn underneath the uniform skirt and should be in solid matching colors that coordinate with the uniform. Leggings should never be worn independently of the uniform skirt.
- **Blazer** – maroon with school embroidered emblem
  - Required attire for Upper School every Monday and for announced special occasions
  - Blazers must be sized and purchased exclusively through the HPS Prep Shop
  - A white dress-shirt and a black tie should be worn with the blazer
  - Standard uniform pants/skirts and approved uniform shoes (or dress shoes) should be worn.
- **Belts** – optional - solid black or brown leather only
- **Shoes** – non-marking tennis shoes laced appropriately
  - Sandals, flip-flops, and/or open-toe shoes are not permitted to be worn with the school uniform.
  - Socks must be worn in solid matching colors that coordinate with the uniform.
- **T-Shirts** – only white, crew-neck undershirts are permitted under the uniform polo shirt. No other colors are permitted.
- **Undergarments** – appropriate undergarments must be worn.
- **Hair** - Hair shall be feminine, modest, neat, clean, and well groomed.
  - Hair should not obstruct the student’s vision.
  - Hair ornaments should be conservative in size and be in uniform colors only.
  - Hats of any kind, bandanas, “do-rags”, and combs should not be worn on or in the hair.
  - Hair coloring shall not be dramatically different from that occurring in nature.

- Shaved heads or partly shaved heads are not acceptable.
- Afros must be combed out and neatly styled; should not extend more than two inches in length.
- **Outerwear** – maroon cardigan sweater, gray or black fleece jacket, maroon blazer with the embroidered school emblem, and the “Prep” crew-neck sweatshirt are all approved to be worn during the school day.
  - Students are not permitted to wear coats, jackets, sweaters that are not uniform-approved during the school day. Approved outerwear items should not be wrapped around the neck or waist, but should be hand carried or transported in student bookbags, if necessary.
- **Jewelry** – females are only permitted to wear up to three earrings in each ear at one time.
  - No facial piercings are permitted.

### **Physical Education**

**Upper School** – students are required to dress in the official gym uniform each day of class. The uniform consists of the official physical education t-shirt (purchased in the Prep Shop only) and a pair of black appropriately-fitting athletic shorts or pants. Students should also wear non-marking sole tennis shoes with their gym uniform.

**Lower School** – students are not required to dress in athletic attire. Females should wear gym shorts under uniform skirts on physical education days. Students should wear non-marking sole athletic shoes on gym days.

### **Preschool Dress Guidelines**

Students enrolled in the preschool program are not required to wear the official Harvest Preparatory School uniform. Parents/guardians should follow the general guidelines of dress and appearance as outlined above.

### **Dress Up Days**

Students are required to dress in business attire at various times throughout the year for special events and assemblies. It is expected that students will follow the general dress code guidelines and in accordance with the attire below:

**Males** – properly fitted dress pants, button-up dress shirt, jacket/blazer/sweater, neck/bow tie, dress shoes

**Females** – properly fitting dresses, skirts and blouses with jacket, sweater, or suit should be worn. The approved skirt length is no shorter than 2” above the knee. Dresses, skirts, and pants should not conform to the shape of the body or present a provocative appearance. The judgment of the school administration on student participation or recognition due to questionable attire shall be undisputed.

Casual attire, to include jeans, sweatshirts, tennis shoes and/or athletic wear is not appropriate for official assemblies or special events for males or females.

### **Field Trip Dress**

Students are expected to dress in the standard school uniform for all school-sanctioned field trips, unless deemed otherwise by the school administration.

### **Spirit Weeks**

There are specified themed days during the school year in which students can dress in casual attire in accordance with the announced theme(s). Students not wishing to participate are required to be dressed in the standard school uniform.

### **Warrior Wear Days**

School spirit wear days are assigned periodically throughout the school year. Students are permitted to dress casual on the assigned days as long as the attire is classified as “Warrior Wear,” which constitutes a t-shirt, sweatshirt, jacket, and/or team wear in representation of Harvest Preparatory School. The standard uniform khaki pants or jeans (blue or black only) with no holes/rips/tears and worn appropriately at the hips are the only

approved pant option on Warrior Wear Days. Students should refrain from wearing outerwear items on Warrior Wear Days that are not expressed affiliated with Harvest Preparatory School. Students also should comply with the standard shoe policy as outlined above on Warrior Wear Days.

### **Apparel Disclaimer**

Students should refrain from wearing clothing items that contain inappropriate or non-Christian statements, slogans, wording, emblems, images, etc. Students should also refrain from wearing clothing items that can become controversial or become a distraction to the learning environment, such as clothing items promoting political campaigns. Students found in violation will be asked to cover the clothing item or asked to change into different clothing. Refusal to comply with the request of the administration will result in disciplinary action.

## **Early Dismissal**

If a student needs to leave the school building early, it is the responsibility of the parent/guardian to ensure documentation is provided to the applicable office the morning of the day of early dismissal to ensure a timely dismissal.

A. The following are the only reasons for an excused early dismissal:

1. Doctor/Dental appointment
2. Court/Court related matter
3. Going out-of-town
4. Emergency circumstances

B. Parents/Guardians are required to report to the MAC/Globe Entrance when picking up their child before the 2:20 PM dismissal time. The applicable school office will release the student to the MAC/Globe Entrance. Parents/guardians of Lower School students should provide documentation to the classroom teacher and/or communicate with the school office by 1:00 PM on the day of the scheduled early dismissal to ensure the appropriate arrangements and supervision is acquired. Lower School students will not be escorted to the MAC/Globe Entrance after 1:30 PM. Parents/Guardians arriving 1:30 PM will be required to pick their child up in the vehicle parent pick-up line. No exceptions will be made to this policy.

## **Early Release**

Seniors have the opportunity to be released early from school if they have sufficient credits towards graduation and upon successful completion of all required graduation points. Seniors can also elect to arrive to school later than the normal start time, if the student schedule permits. Transportation to and from school is the responsibility of the senior. Seniors participating in athletics are responsible for understanding the Ohio High School Athletic Association guidelines in regards to attendance and the quantity of passing courses required to remain eligible for participation. Parent/guardian permission to participate in the Early Release option is required in writing before the start of the school year.

## **Educational Partnership Agreement**

Harvest Preparatory School believes that in order for a student to be successful in the academic setting, successful partnership between the school, the church, and the home are vital. By enrolling your child(ren) as students at Harvest Preparatory School, parents/guardians shall affirm the following:

- Support the mission of the school.
- Accept the Bible, the Word of God, as interpreted in the school's Statement of Faith, to be the basis for the Christian education of your child(ren).
- Pray for the school and the administration, faculty, and staff.
- Maintain active fellowship in a Bible-believing church.
- Seek the advancement of all aspects of the school and recommend the school to other Christian families.
- Be in agreement and adhere to all policies and procedures established by the school.
- Communicate with school personnel in a positive, productive, and Christ-like manner.
- Attend parent-teacher conferences and maintain consistent communication with faculty.
- Ensure all financial obligations are arranged and met in accordance with established deadlines.
- Commit to volunteering in some capacity on a weekly or monthly basis.

## **Elevator Usage**

The elevator is reserved for the exclusive use of students and staff due to health concerns, surgery, or an accident. Students requesting usage for health or medical concerns must receive approval from the school nurse or the school administration. Students and staff may also use the elevator if transporting items on a cart.

## **Emergency Contact Information**

In order to best reach parents/guardians in the event of an emergency, it is imperative that standard directory information and emergency contact information is updated. It is critical that at least two current emergency contact numbers are available and accessible for each student. The parent/guardian may not list their name as the emergency contact person but must provide the name and number of at least one other contact person who can be reached in the event of an emergency. Contact the Enrollment Services Center to update information.

## **Enrollment Services**

The Enrollment Services Center exists to service the enrollment and financial needs of all families enrolled at Harvest Preparatory School. Students requiring special education services should submit copies of accommodations before submitting an application to determine academic serviceability. The school has very limited resources and has a capacity as to how many special education students can be admitted and serviced each year. The application process is exclusively online and is facilitated through the RenWeb portal. All families are required to enroll into the SMART Tuition program for monthly payment processing. All fees applicable to the admissions and enrollment processes are non-refundable.

Tuition is set annually and is calculated based on the entire school year. No deductions will be made for vacations or school holidays. If a student withdraws for any reason, the parents/guardians are still responsible for the entire amount of tuition for that month. If a student is admitted to Harvest Preparatory School after the official start date, the tuition will be pro-rated to reflect the amount of days remaining.

A limited amount of financial aid is available for qualifying families. New and returning families should contact an enrollment specialist for financial aid application processing procedures and deadlines.

Parents/guardians of students participating in the Ed Choice Scholarship or the Jon Peterson Special Needs Scholarships will be required to officially endorse quarterly tuition checks by visiting with the Enrollment Services Center. The scholarship checks are the equivalency of school tuition. If checks are not signed by the announced due date, parents/guardians will be billed for the amount of tuition owed.

Communication from SMART Tuition and Harvest Preparatory School will be made to parents/guardians of past due tuition accounts. Reports cards and transcripts will not be released to students with an outstanding tuition balance. Seniors with an outstanding tuition balance on the day of graduation will be eligible to participate in the graduation ceremony, but will not be issued a diploma until all debts have been satisfied. It is ultimately the responsibility of each parent/guardian to ensure their child's tuition obligations are met and current.

Students are not considered officially enrolled until an acceptance letter/email has been mailed. All admissions decisions are final and no further discussions will be accommodated.

## **Entering/Leaving the Building**

The only entrance/exit available for use during the regular school day and for Extended Care purposes is the MAC/Globe Entrance. This entrance/exit is also referred to as the "Globe Entrance" or the "Shannon Road" entrance. It becomes a breach of security for a student or staff member to open an exterior door for anyone during regular school hours or for Extended Care purposes. The security officer or staff member at the security desk will assist you upon entrance to the building.

## **Exams**

All students in the upper school are required to take a mid-term and final exam for each one (1.0) credit class. Only a final exam is required for each half (.50) credit class. Harvest Preparatory School does not offer exam exemptions and students are only required to be on campus during a scheduled exam during the announced mid-term and final exam weeks.

## **Extended Care Program**

Parents/guardians of lower school students have the opportunity for their child to participate in our after school program. The program is only available to students enrolled at Harvest Preparatory School and is available on days school is in session. The hours of operation are from 2:35 PM to 6:00 PM, with parents/guardians responsible for ensuring their child is picked up by 6:00 PM. A late fee will be assessed for pick ups after 6:00 PM. The only available entrance is at the MAC Lobby Security Checkpoint. Rates for participation are set annually. Parents/guardians will be billed for participation and any associated fees to their SMART Tuition account. Those using extended care on a drop-in basis are required to pay the day rate on the day of use. All financial obligations should be current for extended care participation. It becomes the responsibility of the parent/guardian to contact the school to cancel participation if services are no longer needed.

## **Extra-Curricular Activities**

Harvest Preparatory School offers a wide-array of extra/co-curricular academic, athletic and community-service oriented programs and opportunities for students at various age and grade levels. Participation opportunities are announced throughout the school year and students are encouraged to learn the eligibility criteria and are encouraged to participate. It is the responsibility of the parent/guardian to ensure transportation is arranged to and from any extra-curricular practice or rehearsal. Students will forfeit the opportunity to continue participation if they are not picked up within 10 minutes of the scheduled ending time for the practice or rehearsal. Students should ensure compliance standards are met in order for continued participation. The school administration reserves the right to suspend student participation any reason.

Students are required to be in attendance at least 50% of the school day in order to participate in any athletic or extra-curricular activity or content.

## **Field Trips**

Field trips to locations off the school campus are approved periodically throughout the year in accordance with the fulfillment of objectives within the course of study for the various grade levels. A signed permission slip from a parent/guardian is required to be on file before the date of the assigned field trip. The permission slip should be completed thoroughly. A phone call, an email, or a handwritten note of permission is not acceptable, as the school permission slip is used as a legal document regarding liability matters.

A parent/guardian for each student participating in a field trip for preschool or kindergarten is required to attend each field trip. Only a legal parent/guardian is permitted to chaperone. Chaperones are not permitted to bring other children/siblings on a field trip.

## **Fundraisers**

Various times throughout the school year groups and organizations within the school will fundraise for non-budgetary items or resources. The school administration must approve all fundraiser proposals. Furthermore, students are not permitted to sell items during the school day or at school-sanctioned events without obtaining approval from the school administration (ie. fundraisers for a church group, athletic team not sponsored by the school, etc.)

## Grading Scale

Harvest Preparatory School operates on an academic calendar encompassing four 9-week quarters per school year. Each student will have their grade point average (GPA) calculated at the end of each quarter.

UNWEIGHTED		
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

HONORS		
A	95-100	4.5
A-	90-94	4.2
B+	87-89	3.8
B	84-86	3.5
B-	80-83	3.2
C+	77-79	2.8
C	74-76	2.5
C-	70-73	2.2
D+	67-69	1.8
D	64-66	1.5
D-	60-63	1.2
F	0-59	0.0

AP / CCP		
A	95-100	5.0
A-	90-94	4.7
B+	87-89	4.3
B	84-86	4.0
B-	80-83	3.7
C+	77-79	3.3
C	74-76	3.0
C-	70-73	2.7
D+	67-69	2.3
D	64-66	2.0
D-	60-63	1.7
F	0-59	0.0

## Graduation

In order to be eligible to receive a high school diploma from Harvest Preparatory School, students are required to have fulfilled the governing board and the State of Ohio graduation requirements for the applicable year of graduation. Graduation is a privilege that must be earned. Any student who is expelled for any reason forfeits the privilege of participation in the graduation ceremony.

### Academic Honors Diploma

The State of Ohio provides the opportunity for students to be recognized for exceeding standard graduation requirements. The honor typically requires graduates to have earned higher level credits or more credits in mathematics, science and social studies. Additionally, students are required to meet a world languages credit criteria and a GPA and ACT or SAT score minimum.

### Ceremony Rehearsal(s)

Attendance at announced graduation rehearsal(s) is a requirement in order to participate in the graduation ceremony. No exceptions will be made to this policy.

### Credits

The credit requirement for graduation from Harvest Preparatory School consists of a minimum of 26 credits.

Bible*	4.00	
English	4.00	
Mathematics	4.00	Must include Algebra II (1 credit)
Science	3.00	Must include Physical Science (1 credit), Life Science (1 credit), Advanced Science (1 credit)
Economics	0.50	
Social Studies	3.00	Including Government (.50 credit) and United States History (.50 credit)
Health	0.50	
Physical Education	0.50	
Fine Arts	1.00	
Technology	1.00	
Electives	5.00	Including two of the same foreign language
<b>Total Credits</b>	<b>26.00</b>	

*\*One (1) Bible credit is required for each year of attendance at Harvest Preparatory School.*

Students planning on continuing their studies at the college level should review the admissions requirements for the college or university of choice to ensure high school course requirements are met before graduation.

### **Honors Graduate Distinction**

Graduates earning a 3.70 cumulative GPA or higher will be distinguished at graduation with honor cords representing one of the three categories:

- **Summa Cum Laude**                    4.0 or higher cumulative GPA
- **Magna Cum Laude**                3.90-3.99 cumulative GPA
- **Cum Laude**                            3.70-3.89 cumulative GPA

### **Junior Class Marshals & Ushers**

The Junior Class Marshal honor is bestowed upon the junior class male and female with the highest GPA calculated at the end of the 3<sup>rd</sup> quarter and is based on transcribed grades at that time and rounded to the hundredth of a point. Responsibilities of the marshals can include: ushering the graduating class into the graduation ceremony, reading the names of graduates during the diploma presentation, and presenting an address from the junior class. If a marshal is unable to participate, the student with the next highest GPA will be selected for the honor. Any speaking roles or addresses must be approved by the school administration.

Ushers are selected by the school administration to serve in a myriad of capacities before and during the graduation ceremony.

### **Scholar Society Magna Award**

Graduates earning a cumulative 4.0 GPA or above will receive the Harvest Preparatory School Scholar Society Magna Award during the graduation ceremony.

### **Valedictorian /Salutatorian Distinction**

The valedictorian honor is bestowed upon the senior with the highest GPA calculated at the end of the 3<sup>rd</sup> quarter and is based on transcribed grades at that time and rounded to the hundredth of a point. Students are required to have attended Harvest Preparatory School for grades 9-12. The valedictorian has the opportunity to present an address at the graduation ceremony. The address must be approved by the school administration.

The salutatorian honor is awarded to the senior with the second highest GPA calculated at the end of the 3<sup>rd</sup> quarter and is based on transcribed grades at that time and rounded to the hundredth of a point. Students are required to have attended Harvest Preparatory School for grades 9-12.

**Note:** If the top two seniors have a tied GPA and meet the attendance criteria, they will share in the valedictorian honor.

## **Guidance Services**

Harvest Preparatory School offers a full-service guidance counselor to provide guidance services, college counseling and advisement, and academic support for students. Our guidance department also serves as the school state standardized testing coordinator, therefore has limited availability during scheduled weeks throughout the year.

## **Hall Passes**

Anytime students are in the hallway during class, they are required to have a signed hallway pass from their assigned teacher. The signed hallway pass should include the departure time and the destination. Students should take the most direct route to their destination and should not interrupt other classrooms. Students should not enter a classroom unless the hallway pass denotes as such.

## Health Practices

The Ohio Department of Health has established the following minimum immunization requirements for all students enrolled in public and non-public schools. Each student must have an updated immunization record on file at the school. The State of Ohio requires that a student be excluded from school if the requirements below are not met:

Vaccines	Immunizations Required for School Attendance (K-12)
<b>DTap/DT Tdap/Td</b> Diphtheria, Tetanus, Pertusis	<u><b>Kindergarten</b></u> Four (4) or more of DTaP or DT, or any combination. If all four does were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required.* <u><b>Grades 1-12</b></u> Four (4) or more DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u><b>Grades 7-12</b></u> One (1) dose of Tdap vaccine must be administered prior to entry.**
<b>POLIO</b>	<u><b>K-9</b></u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.*** <u><b>Grades 10-12</b></u> Three (3) or more doses of IPV or OPV. If the third does of either was received prior to the fourth birthday, a fourth (4) does is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	<u><b>K-12</b></u> Two (2) does of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
<b>HEP B</b> Hepatitis B	<u><b>K-12</b></u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<u><b>K-9</b></u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u><b>10-12</b></u> One (1) dose of Varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<u><b>Grade 7-10</b></u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u><b>Grade 12</b></u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.****

### NOTES:

- Vaccines should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered  $\leq$  4 days before the minimum interval or age are valid (grace period). Doses administered  $\geq$  5 days earlier than the minimum interval or age are not required doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
  - For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov)). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.



\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\*Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 12<sup>th</sup> grade, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last Tetanus or diphtheria – toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\*The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\*Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15<sup>th</sup> years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

Vaccines	Immunizations Required for School Attendance (Preschool)
<b>DTap/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertusis	Four (4) doses of DTaP/DTP or DT or any combination, those who received four doses before their 4 <sup>th</sup> birthday should receive one more dose.
<b>POLIO</b>	Three (3) doses of Oral Polio Vaccine (OPV) or IPV or any combination of OPV or IPV.
<b>MMR</b> Measles, Mumps, Rubella	One (1) dose of MMR administered on or after the first birthday.
<b>HEP B</b> Hepatitis B	Three (3) doses of Hepatitis B.
<b>Varicella</b> (Chickenpox)	One (1) dose of Varicella administered on or after first birthday.
<b>Hib</b> <b>Hameophilus</b> <b>Influenzae</b> <b>Type b</b>	Three (3) or four (4) doses depending on the vaccine type and the age when they started the first dose and the last dose must be after 12 months; one dose if given on or after 15 months of age.
<b>Annual Physical</b>	All preschool students must have a current annual physical to begin school at Harvest Preparatory School. This "HPS Pre-School Yearly Physical Exam Verification Form" includes the Physician's signature and date within the last 12 months – this verifies that "the child has been seen by a physician within the past year and is free from apparent communicable disease and suitable to attend a preschool program." Another form with this specific language signed and dated within the last 12 months is acceptable.

## Communicable Disease Control

Students will be sent home if evidence of any communicable disease listed below is found. The following regulations for communicable diseases are required for the protection of our students and staff. Strict adherence to these regulations is mandatory for all communicable diseases.

- **Chicken Pox** – Exclude until the sixth day after onset of rash, or until all lesions (sores) are dry and scabbed over. Staff or students with shingles (Herpes Zoster) shall keep sores covered by clothing or a dressing until sores have crusted.
- **Conjunctivitis (Pink Eye)** – Exclude until 24 hours of antibiotic treatment completed.
- **Croup** – Exclude until severe symptoms are gone.
- **Diarrheal Disease** – Exclude students with acute diarrhea. Students are not allowed back to school until 24 hours after last loose stool.
- **Fever** – Exclude students with a fever of 100° and higher. Students will not be allowed back to school until temperature is less than 100° for 24 hours without fever reducing medication.
- **Fifths Disease** – Exclusion not appropriate once diagnosis is known unless student is febrile or uncomfortable. (The communicable period is up to five days prior to the appearance of the rash.)
- **Flu** – Exclude students with fever and those who feel ill.
- **German Measles (Rubella)** – Exclusion for at least seven days following onset to the symptoms.
- **Hand, Foot & Mouth Disease** – Exclusion for students with oral secretion while sores are present. Students must be out of school for at least 24 hours after diagnosis by a physician. Seeping blisters on hands must be dry and there should be minimal mouth sores in order to return to school.
- **Hepatitis B** – Exclusion not appropriate, not transmitted by casual contact as occurs in childcare or school setting.

- **Impetigo** – Exclude until 24 hours after treatment has begun and there is no longer a discharge.
- **Measles (Rubeola)** – Exclude for at least five days after rash disappears.
- **Mumps** – Exclusion from school for nine (9) days from onset of swelling. Re-entry to school with note from parent/guardian.
- **Pediculosis (Lice)** – Exclusion from school until student has been treated with pediculicide shampoo and all nits removed.
- **Ringworm** – Exclude students with scalp and skin lesions until 24 hours of appropriate treatment completed. While treating, skin lesions must be covered with a band-aid. Continue to exclude from contact sports until lesions are gone to prevent spread. Do not allow sharing of hair items such as brushes, ribbons, or combs.
- **Scabies** – Exclude until initial treatment of an appropriate scabicide. Symptoms generally do not stop immediately after treatment. Washing and drying of clothes, bedding and personal articles or sealing inside plastic bags for 3-4 days is sufficient to kill the scabies mite. Search for unrecognized cases among contacts and household members. Treat prophylactically those who have had skin-to-skin contact with infected people.
- **Scarlet Fever/Strep Throat** – Exclude until 24 hours of appropriate therapy completed.
- **Tonsillitis** – Exclude from school and re-entry with a note from parent/guardian.
- **Vomiting** – Exclude until 24 hours after the last time they vomited.
- **Whooping Cough** – If person is not treated with anti-microbial therapy, isolate (including exclusion from school or child care center) until three weeks after the onset of paroxysms. If appropriate anti-microbial therapy is given, the person shall be isolated for five days after initiation of anti-microbial therapy. Monitor contacts for coughs.

### **Administration of Medication**

If it is necessary that a student should require medication during school hours, the following policy will apply:

- For legal purposes, a written permission for administering medication must be obtained from the student's parents/guardian and physician. The administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by state law.
- The statement should include the name of the student, name of medication, dosage time it should be given, possible side effects, and the length of time the student will be taking the medication. This information is needed for each new medication or dosage change. No medication will be given unless information and permission is provided. This is a state law.
- The student is responsible for reporting to the school nurse on time for his/her medication.
- Medications will be given during lunch/recess and as needed.
- Medications cannot be transported on the school bus. The parent/guardian must bring the medication to the school nurse with the original container clearly marked with the name of the child, name of medication, dosage instructions, physician's name, and prescription number. The parent/guardian must supply the school with the exact dosage.
- Students may not carry or administer their own medication. Reactions to the drug taken might not be recognized and inappropriate treatment might be rendered.
- This policy also applies to giving aspirin, Tylenol and Ibuprofen for menstrual cramps or discomfort from dental braces and/or any other non-prescriptive medication.
- When the medication has been discontinued, any remaining medication must be picked up by the parent/guardian within one week after discontinuation or it will be disposed of by the school nurse.
- Any student who has asthma or allergies that requires an inhaler should obtain an authorization form from the school nurse. All students who have asthma should have an inhaler to use at school in the event of any emergency. All self-directed students should carry rescue inhalers.
  - Any student who has asthma and requires an inhaler may not go on a field trip unless the inhaler is in their possession.
- Students who have severe allergies to certain foods or bees, should also supply the school nurse with an Epi-pen for treatment. These forms are also available in the Student Health Clinic.

**Extended Care Program:** Students participating in the Extended Care Program (P3-Grade 6) that require the use of an asthma inhaler or Epi-Pen should carry their medication in their backpack during Extended Care and

should also do so during the school day. The School Nurse will keep the medication documentation forms in the HPS Student Health Clinic. The Extended Care Coordinator and teachers will oversee the dispensing of these medications.

## Homework

As a college preparatory school, it is expected that our students will be assigned homework. Students should submit their homework assignments by the established times and/or due dates. Late homework is subjected to point deduction based on the individual teacher and/or department homework policy. Students who miss class for an excused reason have one day per missed day to submit homework and class work. Harvest Preparatory School is not responsible for providing printing services for student homework, research papers, and other assignments.

If a student is absent from school due to an out-of-school suspension, missed assignments can be made up with no penalty and should be submitted the day the student returns to school. If a student misses a test or quiz due to an out-of-school suspension, the student forfeits the opportunity to complete and will be assigned a zero.

No homework or class work is permitted to be turned in after the last day of each quarter, unless there is documented student illness, calamity, family tragedy or accident. If the work is submitted within three days of the last day of the quarter, the report card for that quarter will reflect a letter grade. Work turned in after the three-day window will require the letter grade to reflect an "incomplete" until the work is submitted.

Students in Lower School will not be assigned homework on Wednesday evening, with the exception of mathematics.

The quantity of homework assigned to all students should naturally expect to increase as students promote to the next grade level. It is expected that students will have homework every night, with a lightened load on Wednesday so students have the opportunity to attend church services. If official homework is not assigned on a particular night, students should spend time reviewing their notes/assignments from class and/or spend at least 30 minutes reading.

Refer to the Athletic Eligibility section to review the OHSAA bylaws regarding eligibility and incomplete grades.

The school administration reserves the right to have final approval/denial of any and all grade changes.

## Honor Roll

Students have the opportunity to be named to one of four different honor roll categories for each academic quarter based on the earned GPA. If a student earns a failing grade for any quarter they are not eligible for honor roll recognition.

Upper School	
Principal's High Honor Roll	4.01-5.00
Principal's Honor Roll	3.80-4.00
High Honor Roll	3.50-3.79
Honor Roll	3.00-3.49

Lower School	
Principal's Honor Roll	All A's
High Honor Roll	A's with no more than 2 B's
Honor Roll	A's and B's

## Holiday/Seasonal Parties

Classroom parties for the various seasons and holidays should be Christian in nature and reflect Biblical reference.

## ID Badges

Upper School students are provided with a school identification badge. The ID badge should be displayed on a lanyard around the neck and should not be attached to a book bag. Students should not intentionally deface or cover the identification picture or name on the ID badge. Replacement badges are \$5.00 for each occurrence and will be billed to the individual student tuition account.

## Inclement Weather Plan

In the case of severe weather, the official announcement for an emergency school closing will be determined by the school administration. In most situations, the school administration will make the announcement of a closure in a timely manner in order for parents/guardians to make the arrangements for childcare and/or transportation.

Because the Harvest Preparatory School student body resides within several central Ohio school districts, and due to transportation contracts with area public schools, we will never announce a “school delay.” Harvest Preparatory will either open on the regular bell schedule or close for the entire day.

Harvest Preparatory School will determine a closing independently of other private and public school districts, and will use the following mediums to communicate a closure:

- **TV:** WCMH Channel 4, WSYX Channel 6/ Fox 28, WBNS Channel 10
- **Website:** [www.harvestprep.org](http://www.harvestprep.org)
- **Social Media:** Facebook, Twitter, Instagram
- **RenWeb:** Text and email alert to cell phones and emails registered
- **Hotline:** 614-382-1111 option #9

There are weather situations that may warrant an early dismissal. In these situations, the school will communicate via the mediums above and will do so in a timely manner.

## **Incomplete Grades**

A grade of “I” (incomplete) may be posted to a report card only with the approval of the school administration. Incomplete grades must be resolved within the first ten (10) days of the next academic quarter to avoid receipt of an “F” for the term.

## **In-School Illness**

If the school nurse deems that a student is too ill to be in school, the parent/guardian is responsible to ensure arrangements are made to immediately pick up the student. If the student is required to leave campus for the day due to illness involving vomiting, diarrhea, or fever, the student will be required to remain at home for at least a 24-hour cycle after the illness has subsided.

## **Intervention Support Services**

Harvest Preparatory School offers limited resources for students on individualized education plans. Any intervention academic plan should be assessed and deemed serviceable before a student applies for admission to the school. Harvest Preparatory School offers tutoring services with intervention specialists licensed/certified by the Ohio Department of Education. The IEP will guide the services provided and will be listed on the data worksheet for each student.

## **Lockers**

Each student in the upper school may be assigned a locker. Students are responsible for the security of their belongings and the confidentiality of their combination. Decorations and fixtures are permitted to be used within the locker, as long as they do not deface or cause damage to the locker. Students will assume all financial obligations for damaged lockers. It is the responsibility of the student to report broken lockers to the school administration. Lockers are considered property of Harvest Preparatory School and are subject to search at any time by the school administration and/or law enforcement.

## **Loitering**

Students shall not remain in the school or on the school campus after the conclusion of the school day unless he/she is under the direct supervision of a staff member or coach. The school day ends at 2:20 PM on a regular school day and students should be cleared from the school property by 2:30 PM. Students found in violation of this policy will be disciplined accordingly. It is ultimately the responsibility of the parent/guardian to ensure transportation is arranged and provided each day.

## **Lunch Procedures**

Student lunch schedules are arranged so that all students have an opportunity to be served and eat their meals in a timely manner. In order for the food services staff to effectively serve all of our students, students should adhere to the policies established or run the risk of disciplinary action.

Students have the opportunity to purchase a standard hot lunch entree, in accordance with the National School Lunch Program or pack their lunch. A la carte items and microwave services are available for upper school students only. There is no refrigeration available for any student.

- If buying lunch, students should enter the lunch room serving area quietly and remain in a single-file line until payment is received by the cashier.
- All students are expected to clean their eating areas – tables, seat and the floor.
- Students do not have permission to leave the campus during lunch
- Outside guests and visitors are not permitted to eat with students in the lunch room.
- Students are not permitted to order food from outside vendors without approval of the school administration.
- Students cannot eat lunch in classrooms unless without approval of the school administration.
- Students should respect the assigned faculty and/or staff members on lunch duty.
- Students should talk in a conversational tone with students in direct proximity of them.

Each student is assigned a PIN number that debits money from their individual pre-paid account. Parents/guardians are encouraged to pre-pay for lunches on a weekly or monthly basis by contacting the MAC Café or the Enrollment Services Center. Cash payments are also accepted on a daily basis, but students cannot pay daily using a debit/credit card.

Please use discretion with themes and characters on lunch boxes to ensure they adhere to our standards and beliefs.

### **Mandated Reporter Requirement**

All Harvest Preparatory School faculty and staff are mandated reporters. A mandated reporter is a person legally required to report any suspicion of child abuse or neglect to the appropriate authorities or agencies. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.

### **Mental Health & Suicide Prevention**

Harvest Preparatory Schools work diligently to protect the safety, health and well-being of all students and staff. We have a guidance counselor for the Lower School and Upper School, a Dean of Students, and a School Nurse to offer assistance to students. Suicide prevention education for teachers and students of appropriate ages (with parental consent) is offered periodically.

### **“Never Embarrass the Family”**

Students and parents/guardians should never embarrass the Harvest Preparatory School or World Harvest Church communities with their words and/or conduct. Communication and conduct, especially in regards to social media should reflect the Christian witness and be positive in nature. Concerns brought to the attention of the school administration will be dealt with accordingly and discipline will be assigned if warranted.

### **No Charge Policy**

Harvest Preparatory School does not permit students to charge a lunch or any food items to their lunch accounts. Students should contact their parents/guardians to have the necessary funds added to their lunch accounts if the balance is not sufficient to make a purchase. Students who do not have sufficient funds and do not have a meal will be provided with one complimentary lunch.

### **Non-Discriminatory Policy**

Harvest Preparatory School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

## Office Hours

Our standard office hours are from 7:15 AM – 3:30 PM on Monday through Friday. While the school administration and office personnel will do their best to accommodate all parent/guardian requests and walk-ins, scheduling an appointment is the most effective manner in which concerns can be addressed.

## Out-of-School Suspensions

Students who are placed on out-of-school suspension are not permitted to report to the school building for any reason, to include extra-curricular activity practices, rehearsals, and/or participation. Parents/guardians may contact the school if they wish to pick up missed assignments, as students are permitted to make up their missing work, with the exception of tests and quizzes.

## Parent-Teacher Conferences

There are two opportunities for official parent-teacher conferences each school year (once per semester). Parent-teacher conferences are designed to allow for open communication between the teacher and the parent/guardian as to the academic and behavioral progress of the student. Communication will be made from the school regarding the scheduling process at least two weeks in advance of the scheduled conference dates. Parents/guardians are asked to arrive before their scheduled conference time and keep the focus of the conference on the progress and needs of the student.

## Personal Property

Harvest Preparatory School and World Harvest Church do not accept any liability for personal electronic devices or other personal property that is lost, stolen, and/or damaged while on the campus. Parents/guardians accept full responsibility for the security of all electronic devices and other personal property (ie. articles of clothing, athletic equipment, etc.) in the possession of their student. Students are encouraged to report found items to the lost and found in the applicable school offices. Items not claimed at the end of each semester will be donated to charity.

## Pledges

Students are required to stand and recite pledges to the American Flag, Christian Flag, and Bible each morning:

- **American Flag:** I pledge allegiance to the flag of the United States of America and to the Republic for which it stands: one nation, under God, indivisible, with liberty and justice for all.
- **Christian Flag:** I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.
- **Bible:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart that I might not sin against God.

Students participating in extra-curricular activities or athletics that require the playing of the Star-Spangled Banner at the onset of the event are required to stand and participate. Students are also required to participate in any team-led prayers before and after games and contests.

## Prep Shop

The standard hours of operation for the Prep Shop are Monday – Friday from 10:00 AM – 3:00 PM. Students are permitted to enter the store during their assigned lunch times and after school. Only two students at any given time are authorized in the store. Students wishing to make a purchase for any reason outside of the regularly assigned lunch times or before the final school bell should have a hallway pass from their assigned teacher.

## Privacy

Harvest Preparatory School intends to fully comply with the provisions of the Family Education Rights and Privacy Acts (FERPA). FERPA is a federal law that protects the privacy of student education records. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she

reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

The official terms of FERPA are set forth below:

- Parents/guardians or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.
- Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issues subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specified State Law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually to their rights under FERPA. The actual means of notification is left to the discretion of the school.

## **Privacy & Right to Seize and Search**

For the safety of the students and staff, Harvest Preparatory School reserves the right to search any student locker, desk, book bag, purse or any other type of item that is brought onto campus. This includes the ability to review and search any stored or accessed materials or usage by any student using a computer that is owned by the school.

## **Progressive Discipline**

Disciplinary consequences will be progressive and cumulative for each individual student. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered. The school administration reserves administrative discretion in the use of progressive discipline.

## **Promotion Policies**

**Lower School:** If a student fails two (2) or more core academic classes or is absent in excess of 18 days in a given school year, they will be considered for retention at the current grade level. An academic assessment team of faculty and administrators will meet to evaluate the student’s overall academic performance, attendance, and perceived academic ability. Final grade placement will be determined by the school administration.

**Middle School:** If a student fails two (2) or more academic classes or is absent in excess of 18 days in a given school year, they will be considered for retention at the current grade level. An academic assessment team of faculty and administrators will meet to evaluate the student’s overall academic performance, attendance, and perceived academic ability. If a student is retained in the current grade level, they will be required to complete all course work for the grade assigned and forfeit the opportunity to take courses in a higher grade level. Final grade placement will be determined by the school administration.

**High School:** Students earn grade placement based on quantity of high school credits earned:

<b><u>Grade Level</u></b>	<b><u>HPS Student</u></b>	<b><u>Transfer Student</u></b>
<b>Freshman (9<sup>th</sup>)</b>	Successful completion of 8 <sup>th</sup> grade	Successful completion of 8 <sup>th</sup> grade
<b>Sophomore (10<sup>th</sup>)</b>	7 credits	4 credits
<b>Junior (11<sup>th</sup>)</b>	13 credits	9 credits
<b>Senior (12<sup>th</sup>)</b>	19 credits	14 credits

Transfer students will not be assigned to a grade level until all transfer records and a transcript has been received by Harvest Preparatory School.

If a student is retained and participated in our athletic program, it becomes their responsibility to understand and recognize the requirements imposed by age limitations as outlined in OHSAA bylaw 4-2-1. Any athletic eligibility questions should be facilitated through the athletic department.

## **Prospective Student Visitor Policy**

Harvest Preparatory School does not allow student visitors during the day. Prospective students should attend a scheduled enrollment event in order to learn more about the academic and extra-curricular programs offered by the school.

## **Recess**

Students in Lower School are provided with the opportunity for outdoor recess when the weather is appropriate. The following standards are required of all students:

- Students should be helpful and friendly to others on the playground.
- Students should cooperate with other students and teachers.
- Students should obey the playground monitor at all times.
- Students should report any issues on the playground to the monitor on duty.
- Students should listen for the whistle and line up immediately.
- Students should keep their hands to themselves while in line.
- Students should use the playground equipment correctly and safely.
- Students should use proper language at all times.
- Students should stay within the established boundaries.
- Students should not participate in any form of wrestling, fighting, or play fighting.
- Students should not be involved in any physical contact – includes football, soccer, or other games.
- Students should not throw sticks, stones, or dirt.
- Students should play fairly and exhibit sportsmanship.
- Students should not re-enter the building with permission of the playground monitor.

## **Release of Liability During School Closure**

The parents/guardians of our students understand and acknowledge that the school building and adjacent facilities are officially closed from:

- Extended Care Program                      6:00 PM to 7:15 AM
- Harvest Preparatory School                      3:15 PM to 7:15 AM

As parent/guardians you relieve and release Harvest Preparatory School, World Harvest Church, its administration, principals, faculty, and employees, together with those persons assisting with any phase of such building and adjacent facilities from any and all liability, and responsibilities for your child(ren) during those times that the building and facilities are officially closed. Parents/guardians agree to identify and hold all said parties harmless from all claims hereafter made by or asserted on behalf of parents/guardians and/or students.

Students are not permitted to be unsupervised on the premises during these hours unless participating in a school-sanctioned extra-curricular program (ie. athletic, tutoring, academic clubs, rehearsals, etc.)



Enrollment into Harvest Preparatory School denotes full agreement to the complete Release of Liability During School Closure policy outlined above.

## **Remote Learning Plan**

There are special circumstances in which our school will move from traditional on-campus learning to a distance learning model. In situations where the physical campus is closed and students have to learn from home, it is expected that all students will have access to the Internet and have access to their own individual computer. Students should also have a quiet and dedicated area in the home that is free of distractions to complete assigned coursework. Families that have more than one student should be aware that teachers may require that students log into apps such as Zoom at the same time. If you need to access public facilities (ie. Public library) to use the Internet, you should create a back-up plan to ensure students have the ability to use the Internet (ie. relative's home). The school is not responsible for printing paper packets or creating alternative assignments for students without Internet access in the home. The school is also not responsible for providing computers to students for home use. Parents/guardians and students will be made aware of due dates and deadlines for student assignments by the school administration at the onset of activating the distancing learning plan.

Teachers will use the following as a guide for "screen time" when planning virtual or remote lessons:

- **Kindergarten – Grade 6:** 80-120 minutes per instructional day
- **Grades 7-12:** 120-180 minutes per instructional day

## **RenWeb (FACTS)**

RenWeb (FACTS) is the official portal that houses student grades, daily attendance, lesson plans, homework assignments, and behavior infractions of all students. Parents/guardians are encouraged to review their child(ren)'s progress on a frequent basis to ensure effective progress is made.

## **Report Cards**

Reports cards are emailed to the parent/guardians of record for each student the week following the end of each academic quarter. The school does not print or mail report cards. Final report cards will not be released for any student with an outstanding tuition balance or missing textbook.

## **Restrooms**

Students must use the restrooms closest to the classroom from which are they excused. Students feeling ill should report directly to the school nurse, not remain in the restroom.

## **Safety Drills**

The school will conduct tornado drills, fire drills, and lockdown drills in accordance with state regulations at various times throughout the school year. Instructions for fire exits and tornado shelter locations are posted in each classroom and work area. Students should remain silent during a safety drill and follow the procedures as outlined by the school. Students are subjected to disciplinary action during safety drills for not adhering to policies and procedures.

A copy of the approved Emergency Operations Plan can be found in the administration office and in any classroom.

## **Saturday Schools**

Saturday Schools are assigned throughout the school year for academic and behavioral reasons. Saturday Schools can be assigned for reasons including, but not limited to having amassed ten (10) unexcused tardies, insubordination, failure to adhere to an established policy or procedure, disrespect towards a staff member, and failing grades in two or more classes. Students assigned to a Saturday School for attendance reasons should report by 8:00 AM and will be dismissed at 10:00 AM. Students assigned to a Saturday School for disciplinary reasons should report by 8:00 AM and will not be dismissed until 12:00 PM. Students are required to wear the standard school uniform. A missed Saturday School will result in further disciplinary action, to include a one day out-of-school suspension.

## **Schedule Changes**

Due to the limited amount of course offerings provided at Harvest Preparatory School, student schedule changes will only be accommodated on a case-by-case basis. Students are required to complete a schedule change form and return it to the school counselor with a parent/guardian signature in order to be considered. No student schedules will be changed during the first week of school. The administration reserves the right to approve or deny student schedule changes for any reason.

## **Security**

For the protection of our students and staff, our campus is equipped with security cameras in all common areas, hallways, and stairwells. Harvest Preparatory School also employs trained security officers to provide assistance in building security and protection during the school day. Security cameras will not be used to locate missing items or personal possessions.

## **Social Media Policy**

Social Media are powerful communications tools that allow you to communicate very fast these days and they have a significant impact on student health along with organizational and professional reputations. Therefore, Harvest Preparatory School has constructed the following guidelines and policies to help clarify student expectations regarding Social Media.

Because the term Social Media is used a number of different ways, here it is defined as **any** platform that facilitates conversations over the Internet. Social Media applies not only to traditional big names, such as Facebook®, Twitter™ and Instagram™, but also applies to other platforms you may use that include user conversations, which you may not think of as Social Media. In addition to the foregoing platforms, Social Media includes, but is not limited to, YouTube™, Flickr™, Snapchat™, LinkedIn™, blogs and wikis.

We recognize the fact that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur and it can be difficult to correct an error or retract a statement. Therefore this policy applies to all students Internet and all other Social Media communications, which include, but are not limited to, Internet or Social Media postings. All student Internet and Social Media communications are subject to this policy and any other applicable policy incorporated in the Student Handbook.

### **General**

All students at all times are expected to reflect a positive Christian testimony. We must hold ourselves to a higher standard when using the Internet and Social Media. Any Internet or Social Media communication, or Internet or Social Media posting that adversely reflects on the Christian testimony of our students, our school, our or our employees may result in a requirement to remove the offending Internet or Social Media communications, or Internet or Social Media postings, and student discipline up to and including expulsion. We hold all students personally responsible for all Internet or Social Media communications, and/or all Internet or Social Media postings, as well as any content posted by third parties to students' respective Social Media pages and/or accounts. Students shall exercise good judgment and adhere to the principles of Christian values when communicating on the Internet or Social Media, or posting on the Internet or Social Media. We are to be the reflection of Christ at all times!

Students not permitted to text or engage in text, email, or any other Internet or Social Media communication with any HPS employee. Students and HPS employees shall not become friends on any Social Media platform, and are expressly prohibited from engaging in any private social media communication (i.e., direct messaging) on any Social Media platform. Students are to receive necessary communications and information from their teachers indirectly through their parents via written/typed correspondence, telephone call, Renweb community email, individual Renweb email, or HPS email only.

### **Monitoring**

Harvest Preparatory School monitors Social Media and reserves the right in its sole discretion, to review any student electronic files, messages, and/or usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other HPS policies. Students must not assume that electronic communications are private or confidential.

## **Staff Qualifications**

Harvest Preparatory School staff members are Christ-centered, born-again believers whom God has specifically called. Our faculty and staff understand the fundamental tenants of the Bible and seek daily to demonstrate the love of Christ to our students and their families. Our faculty members meet or exceed the certification and/or licensure requirements set forth by the Ohio Department of Education.

## **Standardized Testing**

Standardized achievement tests are given to students at various points throughout the school year to assess student academic growth in comparison to school, state, and/or national levels. Tests can either be diagnostic and administered for the exclusive use of the Harvest Preparatory School teachers or achievement-based and administered by the State of Ohio. The school follows all guidelines as established by the Ohio Department of Education for grade level state standardized testing. Students should not schedule appointments or vacations during announced testing days/weeks. As a private school, Harvest Preparatory School does not receive a "State Report Card," therefore, all test data is kept confidential and is for the exclusive use of the school administration and faculty. Parents/guardians of all students can access test results for their child by contacting the school administration.

## **Standard of Respect**

The Bible is explicit in teaching that Christians should love one another. Students should be courteous, considerate, respectful, honest and obedient in all their dealings with any person associated with Harvest Preparatory School. Disrespect shown by attitude, action or words will result in disciplinary action.

Students should also show respect for personal and school property. Students are expected to do their part to ensure the cleanliness of the school campus. Students should never deface, damage, or destroy school property. If a student is found in violation of this policy, they become responsible for the financial obligation to ensure the necessary repairs or replacements are made, as well as face disciplinary action.

## **Student Parking**

Student-drivers are required to submit a completed Student Driver Registration Form to the administration office. Student-drivers are required to show proof of vehicle registration, a current driver license, and insurance. Students should park in the assigned student parking areas and will lose student-driver privileges should the student found to be out of compliance. Students are not permitted access to their vehicles during the regular school day. Student-drivers are not permitted to transport other students enrolled in Harvest Preparatory School.

## **Student Placement**

Harvest Preparatory School generally does not accept parent/guardian requests for their child(ren) to be assigned to specific teachers in lower school. If there is an extreme situation in which the child's learning or social needs should be taken into account when assigning teachers, the parent/guardian should submit the request in writing to the school administration for consideration. It is understood that the school administration reserves the right to approve or deny any special request.

## **Student Services Program**

The Students Services Program provides an opportunity for eligible upper school students to serve the faculty and staff in a volunteer capacity, while earning community service credit. Eligibility requires students to complete the Student Services application form, be recommended into the program by one or more teachers, have a minimum of a 3.0 GPA, and have no major disciplinary infractions. The administration reserves the right to determine the participation of any student.

## **Summer School**

Harvest Preparatory School often offers a summer school program for both Lower School and Upper School students. Parents/Guardians should contact the school in early spring to learn more about programs offered in the summer.

The school does not provide a credit recovery option for students during the summer.

## **Tardies**

Any student who is not physically present in their assigned class by the tardy bell is considered tardy. Students in the upper school will be assigned a Saturday School at the accumulation of ten (10) unexcused tardies. The accumulation cycle starts over again after ten (10) tardies have been amassed. It is the responsibility of the student to ensure compliance with travel time and locker usage between classes.

## **Telephone**

Students are permitted to use the telephone in the school offices for emergency situations only. This includes the cancellation of after-school activities, student illness, needing a change of clothes, and any other issue deemed appropriate by the office staff. Parents/guardians should contact the appropriate school office to have the school staff relay urgent messages to their child. Students are not permitted to call parents/guardians on cellular devices during classroom instruction. Parents/Guardians wishing to express concerns about their child should contact the teacher directly through email or by contacting the applicable school office.

## **Textbooks**

Textbooks are assigned to students enrolled in certain classes. It is the responsibility of the student to ensure the assigned textbook is returned at the end of the course. Students assume responsibility for any lost, misplaced, or damaged textbooks or other assigned school resources.

## **Transcript Requests**

The official transcript request form is located on the school website and upon completion is automatically emailed to the school for processing. The applicable information should be submitted completely and accurately in order for the official transcript to be submitted in a timely manner. Final transcripts will be sent to the college of choice for each graduate within two weeks of graduation. All financial obligations to the school must be met before final transcripts will be released.

## **Transportation Services**

Harvest Preparatory School partners with the central Ohio public school districts in which our students reside to provide bus transportation to and from our campus each day. Parents/guardians are responsible for contacting their district of residence to ensure transportation documents and address information is submitted accurately.

School bus transportation rules are intended to provide safe transportation for our students. The driver is ultimately responsible for the management and safety of the students and has authority to enforce the following expectations:

1. Students should sit in their seats facing forward at all times. Moving from seat to seat while the bus is moving is strictly prohibited.
2. Students should talk in a conversation tone with the peers seated around them and should refrain from excessive noise, loud talking, or loud laughter.
3. Students should become silent at all railroad crossings.
4. Students should never extend any part of their body out of the bus window.
5. Students are not permitted to eat or drink while on the bus.
6. Students should never throw or pass objects on, from, or into the bus.
7. Students should refrain from any conduct that would endanger any passenger or driver, or could result in damage of the vehicle.
8. Students should be at designated bus stops prior to bus arrival time.

Students are also responsible and expected to adhere to any rules or procedures established by the transportation company or the public school district of residence. Students found in violation of any established rule or policy will be subject to disciplinary action, to include forfeiture of participation in bus transportation services.

Parents/guardians dropping students off or picking them up from our campus are expected to adhere to the direction of the personnel directing the flow of traffic.

Students are not permitted to walk or ride bicycles to and from our campus due to safety issues. It is ultimately the parent/guardian responsibility to ensure transportation to and from our campus is arranged each day.

Students must have parent/guardian permission to utilize the Central Ohio Transit Authority (COTA) bus services on Gender Road. Students should also have an official Waiver and Release of Liability from signed by the parent/guardian and submitted to the school administration office.

## Unsafe Practices and Possessions

Students are not permitted to place themselves or others at risk with their possessions.

- **Fire** – students may not light a fire – this includes possessing lighters or matches
- **Fireworks** – students may not use or possess fireworks or any other types of explosives
- **Weapons** – students may not use or possess ammunition, guns, firearms, or knives of any kind. Air rifles, paint guns, squirt guns, pistols, slingshots, or similar weapons or weapon-like items are also not allowed since they constitute possible danger or disruption to someone else. Fake or look-alike guns or other items that can be mistaken as weapons are also prohibited. Other weapons include: mace and pepper spray.
- **Keys and access** – students may not possess or use at any time keys (including building or vehicle) or proxy cards assigned to a staff member.
- **Reckless endangerment** – students may not engage in dangerous pranks or other activities (such as climbing outside on the building, tampering with fire or smoke alarms) that pose threats to personal safety. This includes play-fighting and rough housing.

## Vacations

We encourage our families to do their best to schedule family vacations during periods when school is not in session. In order for family vacation absences to be considered as excused, the special absence form should be completed and submitted at least one day before the scheduled departure. Students will not only be required to make up any missing assignments, but also will be required to complete an enrichment assignment. Determination of the excused absence and the enrichment assignment will be up to the discretion of the school administration.

## Vandalism/Destruction of Property

Students are expected to show respect for personal and school-owned property. Each student is expected to do his/her part in caring for the school facilities. Students should never deface, damage, or destroy school property. Students found in violation will not only incur the cost of the repair, but also be subject to disciplinary action.

## Volunteers

Harvest Preparatory School requests all parents/guardians to volunteer in some capacity throughout the school year. Volunteer opportunities vary based on frequency and can include time, coaching, gift-in-kind, or monetary donation.

## Wednesday Dark Night/Sunday Activities

In the interest of cooperation with community churches, the governing board has established Wednesday to be a dark night. All student activities shall be scheduled to end no later than 6:30 PM on Wednesdays. No student activity shall be scheduled to be held on a Sunday without prior approval from the school administration. The only exception made to this policy is applicable to an athletic scenario where the Ohio High School Athletic Association (OHSAA) or the Mid-State League (MSL) has a pre-existing schedule.

## Wellness Policy

Harvest Preparatory School actively promotes a School Wellness Policy. The Wellness Mission Goal Statement exists to support a policy for school health related to fitness, academic success, and overall wellbeing. Our goal is to educate and encourage students, school staff, and families in our community to make healthy lifestyle choices which promote healthy living, good nutrition, and physical activity. HPS adheres to USDA guidelines to maximize nutritional benefits for students and strives to promote physical activity and educational opportunities to reduce health risks for all students. Wellness

Committee participants include community representatives, parents, students, teachers, school food authorities, and school administrators. The HPS Wellness Committee meets quarterly to discuss wellness objectives and to oversee health goals.

## **Withdrawal**

If for any reason a parent/guardian wishes to withdraw their child(ren), it becomes their responsibility to ensure the official withdrawal from is completed with the Enrollment Services Center. Before records will be released, student tuition accounts must be paid in full, all assigned textbooks and supplies must be returned and the completed withdrawal form must be returned to the Enrollment Services Center.

## **Work Permits**

The State of Ohio requires a minor work permit for all students seeking part-time employment. The work permit application is available in the administration office and is required to be signed by the school administration, physician, a parent/guardian, and the employer. Please allow up to 24-hours for our office personnel to process the completed application.

## APPENDIX

### Anti-Bullying Policy

#### Statement of Intent

The Harvest Preparatory School community is committed to providing a safe and non-threatening atmosphere for each of our students. Therefore, we have a “zero-tolerance” policy against bullying of any sort including cyber-bullying and retaliation. If suspected bullying does occur, students should be aware that all incidents and reports will be taken seriously and addressed quickly and fairly. We believe this is in line with our mission to partner with families and foster a creative and caring community where all students can reach their full potential academically and become disciples of Jesus Christ to the glory of God.

#### Definition of Bullying

Bullying can be generally defined as the use of aggression, intimidation, and/or cruelty with the result of hurting another person verbally, physically, or emotionally. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified.

Specific types of bullying include, but are not limited to:

- **Emotional** – being deliberately unkind, shunning, excluding, or tormenting
- **Physical** – pushing, kicking, hitting, tripping, punching, or using any other sort of violence against a victim
- **Racist/Intolerant** – taunts, slurs, and/or physical threats directed around a victim’s race, religion or ethnicity
- **Sexual** – initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments
- **Verbal** – name-calling, ridiculing, using words to attack, threaten or insult

Bullying also includes any of the above occurring electronically – ie. via Internet, cell phone, electronic communication, or wireless hand held device.

#### Warning Signs and Symptoms of Bullying

For various reasons, not all victims of bullying will let on that they are suffering at school. Therefore, parents/guardians and faculty should openly encourage students to report incidents of bullying that are observed or experienced firsthand. Adults should be aware of the signs and symptoms that may suggest a problem and should investigate immediately.

A child may be a victim of bullying if he or she:

- Is noticeably frightened or evasive when asked “what’s wrong?”
- Suddenly loses appetite
- Begins bullying or showing unusual aggression with siblings, playmates or other children
- Repeatedly “loses” lunch, money, or possessions
- Has unexplained cuts, scrapes, or bruises
- Comes home with dirty or torn clothes, or damaged books/possessions
- Begins to perform poorly on school work
- Repeatedly claims to feel ill before going to school
- Cries him/herself to sleep at night or suffers from chronic nightmares
- Threatens or actually attempts suicide or other forms of self-harm
- Attempts to or actually runs away from home
- Begins stammering, appearing nervous and/or afraid to look people in the eye
- Seems withdrawn, anxious or suddenly suffering from low self-esteem
- Begins to skip school or begs to change schools or not to have to go to school
- Makes significant changes to his/her usual appetite
- Demonstrates marked fear or unwillingness to go to school
- Gives unlikely/unconvincing excuses for any of the above behaviors

If should be noted that the above signs may indicate other problems, but bullying should promptly be considered a possibility and be investigated accordingly.

## Proper Bullying Procedures

1. Suspected bullying incidents should be reported to a staff member – oral or written.
2. Reports may be submitted anonymously.
3. Reports will be presented to the school administration for review.

## Response to Report and Investigation

### Safety

Before investigating the allegations of bullying or retaliation, the school administration will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. The school administration will also take appropriate steps to ensure the safety of a student who reports an incident of bullying, witnesses an incident, or provides information during an investigation. Such responses may include, but not be limited to, changing seating plans, increased monitoring in the classroom, during lunch or at recess, or limiting contact between the individuals involved.

### Investigation

The school administration and designated staff representatives will investigate promptly all reports by interviewing students, staff, witnesses, parents/guardians, and others as necessary. Confidentiality will be maintained during the investigation.

## Determination and Consequences

If, after investigation, it is determined that bullying has occurred, appropriate steps will be taken to prevent reoccurrence.

- In severe instances where actions may be criminal in nature, local law enforcement will be contacted.
- The bullying perpetrator will meet with the school administration to understand the seriousness of his/her actions and to learn appropriate means of changing behavior.
- The bully will be asked to genuinely apologize to the victim.
- Consequences and remedial measures may include, but are not limited to: admonishment, temporary removal from the classroom, loss of privileges, out-of-school suspension, legal action, expulsion, corrective instruction or other relevant learning or service experience, restitution or restoration, supportive discipline to increase accountability, supportive interventions, behavioral assessments or evaluation, behavioral management plan, out-of-school counseling or therapy and/or parent conferences.
- After the incident has been thoroughly investigated and dealt with, measures will be implemented to ensure that bullying does not resume or reoccur.
- Parents/guardians of both the victim and perpetrator will be informed of the results of the investigation and what action is being taken to prevent further acts of bullying or retaliation.
- In order to comply with legal requirements regarding the confidentiality of student records, the school administration cannot report specific information to the target's parent/guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The school will work with parents/guardians of both victims and perpetrators to provide referrals to appropriate counseling or other services as needed. If it has been determined that a student has made a false accusation, that student shall be subject to disciplinary action.

## Prevention

Harvest Preparatory School will provide ongoing professional development to build the skills of all staff members to prevent, identify, and respond to bullying. The content of such professional development shall include, but not be limited to:

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for interventions to stop incidents
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witness to the bullying
- Research findings, including information on vulnerable or at-risk students
- Information regarding cyber-bullying and Internet safety as it relates to cyber-bullying.



Harvest Preparatory School will also use a variety of bullying prevention curricula to educate students. Parents/guardians can contact the school guidance counselor or nurse to be provided with materials and information on how to reinforce the curriculum at home, the dynamics of bullying, and online safety and cyber-bullying.