HARVEST
PREPARATORY ACADEMY

MIDDLE / HIGH SCHOOL STUDENT HANDBOOK 2025-2026

NITA M LOWEY 21ST CCLC PROGRAM

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GOVERNING BOARD **5**
Staff Inventory 6
Introduction **6**
Mission Statement 7
Vision Statement **7**
School Report Card **7**
Employee Resumes **8**
LEA Calendar 9
ADMISSION **10**
New Student 11
Kindergarten and First Grade 11
Admission of Siblings 11
Admission of Homeless Students 11
Transferees 12
Proof of Inmmunizations 12
Withdrawal from School 13
CLOSED CAMPUS **13**
Permission to leave campus 13
Arriving and leaving school 13
ATTENDANCE **14**
Compulsory Attendance Ages 14
Perfect Attendance 14
School Spirit Shirts 14
ABSENCES **14**
Excused absences 15
Unexcused absences 15
Bereavement absences 15
Procedure to report an absence 15
Effect on grades 16
TARDY-POLICY **16**
Tardiness 16
TRUANCY **17**
Acceptable documentation for absences 17
Absences in excess of 10% 17
ACADEMICS **18**
English Language Education 18
Developments 18
Extracurricular programs 18
Homework policy 18
Student Created Materials & Inventions Policy **18**
Make-up work procedures 19
Late work standards 19
Requirements for high school graduation 20

Credit Restrictions 20

Early Release 20
Competency test requirements 20
Admission to community colleges 21
Academic Advising Office 21
Student Schedules 21
Teacher Assistants 21
Students with individuals education plans/section 504 plans 22
Reportcards/progress reports 22
GRADING 22
Report card and grading standards 22
Clubs,sports,activities 23
Honor roll 23
Student promotion and retention 23
Summer-school/Afterschool/AcademicMake-up
Time 24
DRESSCODE 24
DailyWear 24
Jeans 24
Physical Education uniforms 26
Shoes/socks 26
Hats 26
Hair, Nails, Jewelry 26
Makeup 23
Outerwear 24
Book bags/backpacks 24
Dress code violation policy 24
CHILD NUTRITION SERVICES 25
Specifically prohibited food and beverages 25
Lunch account system 25
Code of conduct in cafeteria 25
School nutrition regulations 26
School wellness policy 27
Outside food regulations 27
Procedure for USDA Program discrimination complaint 28
TRANSPORTATION 28
Student Transportation 29
VISITOR POLICY 30
STUDENT RECORD AND FERPA 30
Family change of address and phone number 30
FIRE AND EMERGENCY DRILLS 31
EMERGENCY EVACUATION PLAN 31
STUDENT CODE OF CONDUCT 31
General-rules 31
Playground 32
DISCIPLINE 33
Discipline Matrix 33-34
DEFINITION OF TERMS 35
Gang activity or association 35
Defiance of authority 35

Criminal damage and graffiti…… ……36
Detention policy ……36
Afterschool detention …… 36
Suspension……37
Expulsion……37
Reasonable restraint……38
Self-defense……38
Search and seizures……38
Referrals to student services……38
Referrals to Executive Director……39
Care of school property by student……39
Private property……39
Personal items……40
Cell phones……40
Security……40
Hall passes……40
Drugs, tobacco and alcohol tobacco, and alcohol use…… ..41
Display of Affection…… .. 41
Record of student violation……41
Use of police……41
HEALTH SERVICES…… ... 42
Medicines…… 43
Medical devices/health education regulations …… 43
Physical & health education regulations…… 43
REGULATIONS AND MONITORING…… .. 43
Parent Involvment …… 44
Volunteers…… .. 44
Lines of communication …… 44
Parent involvement mission statement…… 45
Involvement of parents …… 45
DEVELOPMENT OF THE LEA INSTRUCTIONAL PLAN …… 46
ADDITIONAL INFORMATION…… . 47
Special Activites …… 47
Permission Slips…… 47
Lost and Found …… 47
Telephone …… ...47
School parties…… 47
No solicitation…… 48
Fundraising policy …… 48
Field trips …… 48
Club/Athletics/Activites…… 48
STUDENT CONCERN/COMPLAINTS AND GRIEVANCES…… . .49
Guidelines for students' complaints and grievances…… ... 49
STUDENT RIGHTS AND RESPONSIBILITIES…… .. 50
CHILD FIND INFORMATION ……50
IMPORTANT PROGRAM NEWS FOR PARENTS…… 51
ESSA (Every Student Succeeds Act)……51
EXCEPTIONAL EDUCATION SERVICES…… 51
OTHER SERVICES…… 52

FEDERAL PROGRAMS..... 52-53
SCHOOL PARENT COMPACT 54-56
ELECTRONIC INFORMATION SERVICES USER AGREEMENT 57
CHROMEBOOK AGREEMENT 58-61

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HARVEST PREPARATORY ACADEMY
BOARD OF DIRECTORS

Name: Deborah Ybarra
Title: President
Yuma, Arizona 85365
Email: Dybarra@harvestprep.com

Name: Amalia Pharmes
Title: Secretary/Member
Yuma, Arizona 85365
Email: Apharmes@yahoo.com

Name: Frank Yanez
Title: Finance Consultant/Member
Litchfield Park, AZ
Email:Fyanez@coxnet.com

Name: Wilda Storm
Title: Consultant
San Diego, CA
Email: wildastorm27@gmail.com

Harvest Preparatory Academy

(928)782-2052 (Yuma) 928-627-5008 (San Luis)

You may enter the four-digit extension immediately once the recording begins.

Administration	Extension
Mrs. Deborah Ybarra, Executive Director	1001
Mrs. Belinda Boblett, Director of Academic Achievement	2036
Mrs. Nancy Holt, Finance/HR Director	1009
Ms. Brenda Quevedo, District Office Manager	2001
Yuma Campus	
K-5th Site Director	2007
6th-12th Site Director	2019
Athletics	1019
Child Nutrition	2026
College/ Career Office	2024
Counseling	2030
Student Services	2009/2020
Federal Programs Office	2005
Elementary Reception	2000
K-5th Office	2000
9th-12th Office	2021
K-5th Instructional Coaches	2000
Health Office	2003
High School Instructional Coaches	2021
High School Office	2021
High School Reception	2021
Library and Media Center	2201
Registrar	2002
Special Programs	2001
Exceptional Services	2029
Student Records	2004
San Luis Campus	
K-8th Site Director	3005
Office Manager	3008
Child Nutrition	3000
Counseling	2030
Student Services	3008
Federal Programs Office	2005
School Reception	3000
K-8th Instructional Coaches	3000
Health Office	3003
Library and Media Center	3000
Registrar	3002
Special Programs	3001
Exceptional Services	2029

INTRODUCTION

The purpose of the *Harvest Preparatory Academy Parent/Student Handbook* is to provide detailed and

timely information about the school system together with the significant responsibilities of parent(s), so our students will succeed at the end of the year. Important information has been included for Harvest Preparatory Academy (HPA) parents and students. This is an excellent reference that can be used throughout the year.

Please take the time to review this handbook, complete the HPA School-Parent Compact Form located in the Form Section of the handbook and return it to the Registrar after signing the form. In this handbook, the term "parent(s)" is used to represent both parent(s) and legal guardian(s).

PHILOSOPHY

HPA is a back-to-basics, traditional school, requiring high academic and behavioral standards for every student. From a strong foundation of basic skills and information, students will increasingly utilize core learning in academic applications, leading to higher-level thinking, decision making, and problem-solving skills. HPA embraces the traditional belief that parents bear the primary responsibility for their children. HPA will maintain the highest expectations and standards for students and faculty. The hallmarks of the school community shall be civility, honesty, consideration of others, and self-discipline. Lying, cheating, stealing, violent behavior, disrespect and other undesirable behavior, and offensive or crude language will not be tolerated on the HPA campus. Infractions of school rules will have consequences, and parent involvement is expected in maintaining these standards.

MISSION STATEMENT

It is the mission of Harvest Preparatory Academy to guide each student into a high level of academic achievement and success through the development of their personal integrity to their family, community, school, and self; and to attain this success through an academically rich, rigorous educational program.

VISION

Inspiring students…soaring to endless heights.

STATEMENT OF INTENT TO COMPLY

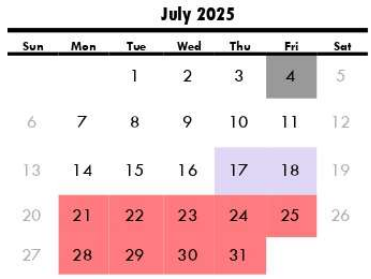
HPA affirms its intent to comply with all federal and state laws and regulations relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex, or disability, or any other status protected by law. This compliance includes, but is not limited to, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities that receive federal funds, extending to employment in and admission to such programs and activities; and will comply with the Individuals With Disabilities Education Act, the Americans with Disabilities Act, Age Discrimination Act, Section 504 of the Rehabilitation Act, and Title VI of the Civil Rights Act of 196.

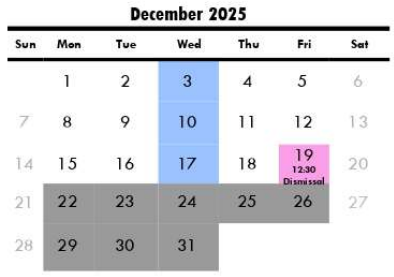
SCHOOL REPORT CARD

Please note that the **School Report Card** can be found on the ADE web site at **www.ade.az.gov** or may be reviewed at the school office.

EMPLOYEE RESUMES

Resumes of all current and former instructional personnel are maintained in the school office and are available for inspection for parents or guardians of enrolled students.





Harvest Preparatory Academy 2025-2026 LEA Calendar

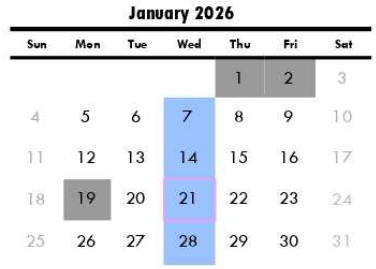
1st Semester

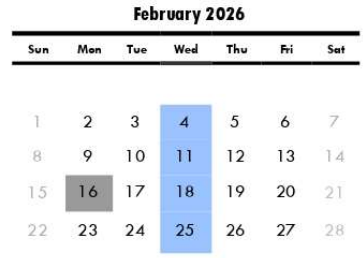
July 4	Independence Day
July 17-18	New Teacher PD
Jul. 21-Aug. 1	Teacher PD
Aug 6	First Day
Aug 29	Labor Day Break
Sept. 1	Labor Day
Oct. 2	**40th day**
Oct. 10	Q1 Ends
Oct. 13	Columbus Day
Oct. 22-23	Parent/Teacher Conf.
Nov. 10-11	Veteran's Day Break
Nov. 24-28	Thanksgiving Break
Dec. 19	Q2 Ends
Dec. 22–Jan 2	Winter Break

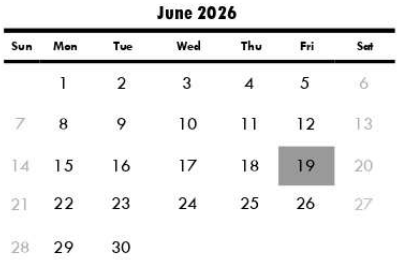
2nd Semester

Jan. 19	MLK Day
Jan. 21	**100th Day**
Feb. 16	Presidents Day
Mar. 13	Q3 Ends
Mar. 18-19	Parent/Teacher Conf.
Mar. 30-Apr. 3	Spring Break
May 15	Q4 Ends
May 21	Last Day/half day
May 25	Memorial Day
Jun 19	Juneteenth Day

- New Teacher Introduction/Room Set-up
- Teacher Professional Development
- First & Last Day of School
- Quarter Ends
- Early Dismissal (K-12 1:30)
- No School







Final Draft: 4/7/25 | Board Approved: 4/24/25

ADMISSION PROCESS

Required for enrollment:
* New Student Registration Packet
* Arizona Residency Documentation (see attached packet for instructions and acceptable forms of documentation) per ARS §15-828(B)[1]
* Once a student is given a seat (enrolled), the parent, guardian, or surrogate will be given thirty (30) days to provide the documentation required for admission per ARS §15-828(A)

Required for attendance:
* Within 30 days of enrollment, Acceptable documentation for proof of age and identity including:
  1. A certified copy of the pupil's birth certificate.
  2. Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
  3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.
* Proof of immunization, or evidence of statutory exemption per ARS §15-872 and §15-873. Immunization or exemption form is not required for enrollment but required for attendance.
* Homeless students have until the fifth calendar day after enrollment to provide proof of immunization or exemption
* Withdrawal form from previous school within five (5) school days after enrollment per ARS §15-827.

Optional documentation:
* Special Education documentation, if applicable

* Most recent report card from previous school

* Custody paperwork, if applicable

The parent, guardian, or surrogate will be given thirty (30) days to provide the documentation required for admission. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize HPA to disclose to any person a student's educational record without prior parental consent unless HPA makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Arizona law allows returning students and siblings of attending students to be given enrollment preference. Should classrooms reach capacity during the open enrollment period, a lottery process will be implemented to ascertain the order of admissions and waiting lists.

NEW STUDENTS

[1] Proof of residency is not required for homeless students and youth as defined in Arizona statute and identified under the McKinney-Vento Homeless Assistance Act. Homeless students or youth shall be immediately enrolled even if the prospective student cannot produce documentation of residency normally required for enrollment; this mandate also applies to unaccompanied minors.

Upon enrollment, new students will normally be placed in the grade level indicated on the report card. However, HPA reserves the right to place incoming students in higher or lower grades based on evaluations, which may include test scores and/or performance in the classroom. Proficiency testing may be administered by a committee after the student has been enrolled for placement. A committee made up of the school principal, future teacher, present teacher, SPED coordinator, and Curriculum Coordinator will decide on the student's placement.

HPA has the authority to limit admissions based on age group or grade level availability, but HPA will not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in English, or athletic ability.

HPA has the right to refuse to admit any student who has been expelled or is in the process of being expelled from an educational institution.

Proof of residency is not required for homeless students and youth as defined in Arizona statute and identified under the McKinney-Vento Homeless Assistance Act. Homeless students or youth shall be immediately enrolled even if the prospective student cannot produce documentation of residency normally required for enrollment; this mandate also applies to unaccompanied minors.

ADMISSION OF SIBLINGS

Siblings have priority enrollment; however, parents are required to complete a pre-enrollment form for their child, noting their sibling on the form and notify the office. HPA cannot guarantee enrollment if the office does not receive a pre-enrollment form before formal registration begins.

ADMISSION OF HOMELESS STUDENTS

HPA shall comply with all Arizona State Laws and Arizona Administrative Code for the admission of any homeless students. The Homeless Students Liaison, the District Office Manager and the Office Manager of each location will assist to ensure the successful enrollment of homeless students. Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in Every Student Succeeds Act of 2015. The reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers. The statute requires every public school district and charter holder to designate a Homeless Liaison to ensure that homeless students are identified, and their needs are being met.
In order to supplement services to these children and youths, the U.S. Department of Education provides funding for state and local activities. These dollars are allocated to the local education agencies through a competitive grant process, based on need and program quality.

TRANSFEREES

Academic credit for placement in the common school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the State Board of Education for the grade level assignment.

PROOF OF INMMUNIZATIONS

Pursuant to A.R.S. § 15-872, students are not permitted to attend school without submitting documentary proof of immunization unless the pupil is exempted from immunization pursuant to section A.R.S. § 15-873. Arizona recognizes two exemptions from immunization:

1. Personal Beliefs Exemption: The student's parent/guardian submits a signed statement to the school administrator stating that the parent or guardian has received information

about immunizations provided by the department of health services and understands the risks and benefits of immunizations and the potential risks of non-immunization and that due to personal beliefs, the parent/guardian does not consent to the student's immunization.

2. Medical Exemption: The school administrator receives written certification that is signed by the parent or guardian and by a physician or a registered nurse practitioner, that states that one or more of the required immunizations may be detrimental to the student's health and that indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization. Such an exemption is only valid during the duration of the circumstance or condition that precludes immunization.

A student may be allowed to attend a school if the student has received at least one dose of each of the required immunizations and has established a schedule for the completion of required immunizations. In such case, the student's parent/guardian must present documentary proof of the immunizations received and a schedule prepared by the student's physician, registered nurse practitioner, or a health agency for completion of additional required immunizations. Failure to follow the immunization schedule submitted shall be suspended until the student provides proof of another dose of each appropriate immunizing agent.

Students who lack documentary proof of immunization will not be permitted to attend school during outbreak periods of communicable immunization-preventable diseases as determined by the department of health services or local health department.

If a student is homeless and does not have documentary proof of immunization, Harvest Preparatory Academy's McKinney-Vento liaison will attempt to obtain such documentation from the student's prior school or other sources.

WITHDRAWAL FROM SCHOOL

To withdraw from school, students must have parent/guardian approval. The withdrawal survey must be completed in the front office and give the registrar 24 hours to prepare documentation.
Parents can obtain an "Official Notice of Pupil Withdrawal form in the front office. **Twenty-four (24) hour notice for preparation of the form will be required, at a minimum.**

CLOSED CAMPUS

PERMISSION TO LEAVE CAMPUS

Harvest Preparatory Academy is a closed campus school. Any student leaving campus during the school day must check out through the attendance office. Permission from parents will normally be required. Students under the age of 18 must have a parent/guardian pick them up at school in order to leave campus early.

ARRIVING AND LEAVING SCHOOL

If a parent wishes to pick up a student from the office prior to dismissal time, the parent is asked to send a note to the office informing them of the early release. The front office will make sure any notes or messages are relayed to the appropriate teacher and the student will be sent to the office at the appropriate times when emergencies arise wherein a student may be required to leave campus before dismissal time and there was no opportunity to inform the classroom teacher. In such cases, the parent simply needs to come to the office and arrangements will be made to dismiss the student from class. If any special arrangements for pick up need to be made parents are expected to notify the office, **no later than 12:00pm** on a regular school day. **On early release days, the office must be notified by 10:30am.** If the student rides the bus, there is no guarantee that they will be able to be held from the bus if the office is not notified earlier than 1:30pm on regular school day and 12:00pm on early release day.

Parents will be required to "sign out" the student in student out log maintained in the school office. Students will only be released to individuals listed on their student release form filed in the school office. Those individuals must be at least 18 years of age and they will be required to show their identification at the time of student pick up, if not familiar with the staff and verified with the emergency contact information provided by registration packet.

Students are welcome on campus **AFTER 7:30 A.M.** Supervision will not be available until that time.

Students need written parental permission to stay and be involved in school-sanctioned activities after school hours. Unless this permission is on file, students are expected to leave the campus within twenty (20) minutes after their dismissal. Students remaining on campus after this time will be escorted to the After-School Program (Operated by World Harvest Church) classroom and parents will be charged the fee set by the After-School Program. If your child is escorted to the After-School Program more than 3 times, parents will be required to officially register their child and must adhere to the fees set by the program. If a parent refuses to register after 3 times, the front office holds the right to contact local authorities and report the student "abandoned" up to one-hour after dismissal. When classes are dismissed and students are leaving campus, they will be escorted to the East parking lot for pick up. Students are not allowed to leave the campus to visit or loiter and then return to be picked up by parents on campus. Please note that this applies to campuses that offer an after-school program. The office holds the right to contact the proper authorities if a child is not picked up on time if an after- school program is unavailable.

ATTENDANCE

School attendance is important as it highlights the importance of learning and the significance of obtaining an education in our community as it also teaches students to develop excellent work ethics that they will use through adulthood.

Harvest Preparatory Academy students are expected to attend all classes. An attendance policy is required and in place. The primary responsibility for student attendance rests with parents and students. There is no substitute for actual classroom attendance. Lectures, exercise, academic activities, student discussions,

media presentations, lab work and teacher assistance are each vital to academic success and learning. Successful completion of course work at Harvest Preparatory Academy is the student's ability to meet academic standards and exhibit consistent attendance.

Arizona State law requires compulsory consistent school attendance for school-age children. Students are expected to be in school except in cases of emergency, bereavement, illness, or religious observance of major religious holidays of the family's faith. A school calendar has been included so that family vacations may be planned to coincide with scheduled breaks. It is the parents' responsibility to inform the school of an absence.

COMPULSORY ATTENDANCE AGES

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A.R.S. 15-802 and verifiable records are kept of the reasons for excuse from the duties prescribed.
- A.R.S. 15-901 (for children with disabilities).
- The child being provided instruction at home.
- The child being accompanied by a parent, or a person authorized by a parent.

PERFECT ATTENDANCE

Perfect attendance includes students who are present in each scheduled class every day of the school year. Acceptable absences from class are when students are involved in an authorized school sponsored activity. An example of a school sponsored activity is participation in a club, sport, and/or event. An absence to obtain a physical for a school related activity does not constitute as an excused absence. Any other absence, tardy, late arrival or early departure, excused or not, does not constitute perfect attendance.

School Spirit Shirts

Perfect attendance is honored and praised at HPA. We like to show our students appreciation for their hard work and dedication. Students who have perfect attendance from Monday through Thursday are rewarded by being allowed to wear an HPA perfect attendance t-shirt on that Friday. School spirit shirts are available for a reasonable price from the front office receptionist.

ABSENCES

State law mandates HPA to document reasons for all student absences. When a student is absent, parents are required to call the school on or before the day of the absence no later than 9:00 am in order to advise the school as to the reason for the absence. All absences not verified by parental or administrative authorization will remain unexcused. Planned absences should be reported to the attendance office prior to the first day of absence. **(Vacation is not a planned excused absence)**

Once a student has 3 consecutive days of unexcused and/or excused absences, an attendance letter will be mailed home weekly to notify parent of absences or tardies. Once a student has been absent 5 times, a mandatory mediation parent meeting will be held with the appropriate grade level administrator and office manager. The student will receive attendance probation, during the probationary period attendance is mandatory. If the student misses another day, then they will be referred to the Yuma County Juvenile Justice Center.

EXCUSED ABSENCES

Tardies, early departures and absences exceeding 10% of the instructional days will no longer be considered

unexcused, provided the absences were originally listed as excused

For absence greater than one (1) day in length, the school should be notified **each day** of the absence, and it is the students and parents' responsibility to ask the teacher for any make-up work. **Students are**

habitually truant when their absences exceed ten percent of the instructional days scheduled for the school year. If a student exceeds the limit, a meeting will be arranged with the parents and school administrator. Please note that all students from our San Luis and Yuma Campus will be referred to the Yuma County Juvenile Justice Center for truancy based on excessive absences in accordance with ARS 15-802. Students absent for ten (10) consecutive school days, except excused absences, shall be withdrawn from the school, pursuant to A.R.S.15-901 (A)(2).

For students with disabilities, HPA will make reasonable accommodations for absences caused by such disabilities. If your student needs accommodation related to attendance because of the student's disability, please contact SPED to request such accommodation.

UNEXCUSED ABSENCES

A mandatory parent meeting will be held with the school administrator and office manager for a student with **5 days of unexcused absences or tardies**. The student will receive attendance probation during which attendance is mandatory. If excessive absences continue, HPA holds the right to refer students to Yuma County Juvenile Justice Center without further notice.

BEREAVEMENT ABSENCES

HPA sympathizes and understands that family events may arise and can be a difficult time. However, HPA feels that education and academic achievement is imperative for your student. If you experience a death in the family that requires your student's absence, HPA asks that you please notify the school and make arrangements for any absences that may incur during this time. If further information is needed on this matter, please contact the attendance office.

PROCEDURES TO REPORT AN ABSENCE

Parents must call the attendance office by 9:00 a.m. on the first day of the absence and all subsequent absences until student returns to school. Messages can be left at any time. If you are leaving a message to excuse your child's absence, please include your child's:

- First and last name
- Grade level
- Teacher's Name
- Specific reason for absence
- Contact Number that you can be reached at

The Attendance Office Phone Numbers are:

Yuma Campus	928) 782-2052 ext. 2002
San Luis Campus	928) 627-5008 or (928) 782-2052 ext. 3000

HPA recognizes a student with perfect attendance and the student receives an attendance certificate. Each student who has perfect attendance in each grading quarter is recognized. A student with perfect attendance for the year will be honored at our year end school ceremony. In order for the student to be eligible for perfect attendance, the student MUST NOT be tardy or leave early (including doctor appointments).

EFFECTS ON GRADES

A student who is absent more than ten percent of the scheduled instructional days for the school year may not be eligible to pass that grade level unless prior arrangements have been made and cleared by the school administrator (i.e., chronic illness or other medical reasons). For absences as a result of chronic illness or other medical reasons, all medical documentation is to be forwarded to the attendance office.

Students will not receive credit for their courses if their absences for the semester exceed ten percent of the number of required hours:

Grade Level	Instructional Hours Per Year
6	890
7 and 8	1000
9, 10, 11, and 12	720

Tardy Policy

Any student not in the designated class area when the class begins is considered tardy, regardless of cause. Time has been built into the schedule to allow students ample time to pass to their next classroom site from any point on campus**.** Five (5) unexcused tardies will result in an after-school detention for a disciplinary purpose. This detention does not delete or excuse the tardies. There will also be a meeting with the parent/site director.

TARDINESS

Students are considered tardy one minute after 8:15 a.m. for 6th-12th the scheduled start time. Students arriving after the scheduled start time must receive a tardy pass from the front office. At that time, a pass will be issued for admittance to class. The attendance office will maintain a record of all tardiness. Tardies are not considered excused, unless a valid note is provided (i.e., doctor, dental, therapy, passport).

Truancy

A child between the ages of six (6) and sixteen (16) failing to attend school when it is in session is truant unless excused pursuant to A.R.S. §§ 15-802, 15-803, or 15-901. *Truant* means an unexcused absence for at least one (1) class period during the day without the prior knowledge and consent of the parent and/or which is in violation of state law and school disciplinary procedures. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Truancy will NOT be tolerated at HPA. There is a zero-tolerance policy. All parents and students are given advance notice of the policy and consequence of the first offense. Truant absences will result in loss of credit for class work for the hours and/or days of the truancy.

Acceptable (but not required) documentation for absences is as follows:

- A medical/dental doctor's note.

- Chronic illness (chronic illness forms are available through the health Office. Students who have chronic illness forms on file must provide the nurse's office with appropriate documentation immediately upon returning to school, as well as notifying the attendance office).
- For a death in family (newspaper obituary, funeral home card, death certificate, etc.).
- Court appearances when the student is a witness or subpoenaed, but not when the student is the defendant, unless acquitted (copy of court documents or subpoena).
- Military appointments (orders, travel forms).
- College visits/interviews (valid, dated proof of visit).

Absences in excess of ten percent of the instructional days will not be waived and include, but are not limited to:

- Family vacations
- Religious exercise/instruction other that those approved in Board Policy
- Student Employment
- ~~Court dates when the student is the defendant, unless acquitted.~~
- Transportation problems (except when the school bus is late)
- Leaving school without proper permission (considered an unexcused absence or truancy.)
- No HPA functions

ACADEMICS

Harvest Preparatory Academy ensures all students are successful and meet their highest potential through the use of a highly effective RTI model. HPA's response to Intervention is a three-tier model of support for a student that includes: reteach and enrich, small group instruction, and pull-out interventions. Additionally, HPA also provides RTI to students through after school tutoring and summer school.

This year, HPA will be implementing reteach and enrich. This will be taught during Eagle Hour. Students will be placed according to their previous weeks' formative assessments. If they understand the standard being taught, they will go to enrich to extend their knowledge. If they need more support, they will go to reteach.

ENGLISH LANGUAGE EDUCATION

Harvest Preparatory Academy requires English to be spoken by all students and staff during the school day unless a statutory exception applies. All children in Arizona public schools shall be taught in English and all children shall be placed in English language classrooms. A.R.S. § 15-752.

DEVELOPMENTS

The school's after-school sports program is being expanded to include more sports and allow space for more children, at the direct encouragement of the school Director. After-school athletic and scholastic events are not to replace the normal physical education curriculum; however, rather, they exist to provide additional ways for students to be physically active.

STUDENT CREATED MATERIALS AND INVENTIONS POLICY:

Any materials, items, or inventions created by students as part of a school class/project and utilizing school resources are considered the property of the school. These items may not be reproduced, distributed, or used by any outside individual, organization, or entity without prior written consent from the school administration.

EXTRACURRICULAR PROGRAMS

Marking period grades will be used to determine eligibility. Students determined to be academically ineligible at the end of a grading period shall remain ineligible until the requirements of eligibility are met. The minimum ineligibility period is one full calendar week while school is in session (Monday-Sunday.) Following the week of ineligibility, ineligible students shall be checked weekly for academic progress and shall become eligible the following Monday upon passing all classes.

HOMEWORK POLICY

Homework is a regular part of the academic program. It serves three purposes.

1. Homework is a vehicle for teaching and developing personal responsibility.
2. Homework provides for reinforcing class lessons and practice.
3. Homework helps parents know what their children are learning in school.

Homework is to be differentiated from regular, assigned class work not finished by the students during the school day. Homework completion is a portion of a student's grade.

Homework will be used as an intervention tool to ensure all students meet the standards. All students are required to read 15 minutes per night to ensure students reading fluency and comprehension are practiced on a daily basis.

Homework will be assigned to any student for the following reasons:

· Work was not completed in class
· Student is Falling Far Below or Approaching the Standard in the specific subject
· Student needs extra practice
· Special enrichment assignments

Parents are encouraged to help their children complete homework assignments and are encouraged to support the school's instructional program by providing the student an appropriate time and place in which to complete homework.

Not all students require the same amount of time to complete homework. The table below depicts the average amount of time, beyond the regular academic day, which students should expect to commit toward the completion of home and/or class assignments. Some students may take a few minutes longer or may complete the assignments in a shorter period of time.

	Minimum	**Maximum**
6th grade – 8th grade	60 min.	90 min.
9th grade – 12th grade	70 min.	90 min.

MAKE-UP WORK PROCEDURES

One day to make up work will be given for each day of absence during the assignment. If the work is not made-up during the allotted time, a grade of 0% will be recorded for the assignment. Homework previously assigned is due as scheduled. Work can be made up for any absences.

Students are responsible for making up all work missed during an absence.

They should ***ask*** teachers for make-up assignments. When an absence of more than one day is anticipated, students or their parents may request and receive homework assignments by calling the school office prior to 9:00 a.m. An early call allows staff to gather assignments and have them ready for pick-up after 3:00 p.m. Parents may also leave teachers a voicemail request **twenty-four (24) hours** before they wish to pick up assignments. Assignments not made up will be reflected in grades. Remember, it is the student's responsibility to gather assignments from teachers.

Students who are absent with a medically documented illness requiring long or frequent periods of absenteeism may request and receive assignments and directions for at homework as medically required by calling the school office and filing necessary paperwork in the office.

LATE WORK STANDARDS

All assignments need to be turned in at the beginning of class to be considered "on time." Every assignment is important and must be completed, even if the grade recorded will be 0%, up to teacher

discretion. A student may be assigned to Study Hall if an assignment has not been completed and turned in when due.

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

To earn a diploma through Harvest Preparatory Academy, general education students are subject to graduation requirements that include credit requirements and competency testing requirements adopted by the State Board of Education. All graduation requirements must be met before students are allowed to participate in commencement ceremonies. Graduation requirements for general education students are outlined below.

A minimum of 22-point credit units are required. Graduation requirements may be met through courses in the required core classes or elective subjects at a community college or university. The college/university course must be at a higher level, in order to fulfill a high school core course requirement. If the course is for required credit, the course must be at a higher level than the course taught by HPA. The college/university course must be equal to or at a higher level to fulfill a high school elective course requirement.

CREDIT RESTRICTIONS

Any course completed at less than a D average will receive no credit. Student transcripts will be reviewed at the end of each semester to determine if requirements are being met and education can continue at Harvest Preparatory Academy. Students must maintain a GPA of 3.0 or higher (C Average) and will be in good academic standing all year long. Students that fail to earn graduation requirement credits MUST ATTEND credit recovery sessions after school Tuesdays and Thursdays from 3:30pm to 5:30pm. The student will be placed on an Academic Improvement Plan that will be reviewed each quarter.

EARLY RELEASE

Seniors can be eligible for Early Release if they have met all required credits and have a 2.5 GPA or higher. If a student wants to be considered for Early Release, they must have a job or be attending college. A consultation with the Academic Advisor is required and must be done at the beginning of each semester. Schedules will not be changed after the first 2 weeks of school. Students must complete an early release contract with the Academic Advisor. Students are required to submit a weekly grade tracker. They are also required to check out daily at the High School desk. Eligibility may be revoked if student misses more than 10 days of school, receives behavior infractions, or fails to meet the early release contract requirements.

COMPETENCY TEST REQUIREMENTS

In accordance with A.R.S. § 15-701.01 each student shall demonstrate accomplishment of standards adopted by the Arizona State Board of Education and pass each of the sections of the required competency tests. A student who fails to achieve a passing score in reading, writing, and mathematic assessments for high school graduation during their cohort graduation school year, may graduate with a certificate of completion (not a diploma). If the student meets the alternative graduation requirements outlined in regulation and established in A.R.S. § 15-701.01.

In 2015, the Arizona legislature passed the American Civics Act (House Bill 2064). This bill requires students, beginning with the Graduating Class of 2017, to pass the Civics Test based on the United States

Immigration and Naturalization questions on Civics. Students will be required to score 70% or higher to graduate high school or obtain a high equivalency.

All HPA high school students will have the option to take the Scholastic Assessment Test (SAT) by the end of their Senior year.

An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully completed a statewide assessment on state adopted standards that are substantially equivalent to the Arizona State Board Adopted Academic Standards.

ADMISSION TO COMMUNITY COLLEGES

Anyone 17 years or older (if under the age of 17, permission from the college must be obtained) may attend community colleges. The Community Guest Program permits qualified high school students to register for college courses. Application forms and information are available through the Student Services office. Community College credits may apply toward high school required and/or elective credits with prior approval from the Executive Director. GPA must be at least 3.0, ACT Composite Score of 22 or higher, SAT Combined Score of 1040 or higher for college admission.

ACADEMIC ADVISING OFFICE

Students are invited to seek advice from the Academic Advisor regarding academic matters such as schedules, grades, credit recovery, graduation requirements, or college and career options. Students must fill out an appointment form before school, during lunch break, or after school. The Academic Advisor will coordinate the student's appointment around core subject classes. Unofficial transcript requests must be made at least 1 week in advance. Official transcript requests are made through the HPA website using parchment service.

If students wish to make changes to their schedule, they will need to fill out a Schedule Change Request Form and submit it to the Academic Advisor. These changes are subject to approval based on class availability, academic performance, handbook policies, and student behavior. *No schedule changes will be approved after the 2nd week of the Fall or Spring semester.*

TEACHER ASSISTANTS

Teacher assistants will be approved on a case-by-case basis. Seniors will need to meet the HPA academic standards and follow handbook policies. They must maintain an A/B grade average and submit weekly grade trackers to the Academic Advisor. Students must maintain good performance and behavior standards at their TA location. TA privileges may be revoked after the third written notice of poor performance.

STUDENT WORKERS

Students may apply to work at HPA. Applications need to be submitted to the Human Resources department. Students must maintain academic performance (“C” average), attendance, and positive

behavior. They will be required to submit weekly grade trackers to the Academic Advisor. Student worker status may be revoked after the third written notice of poor performance.

STUDENTS WITH INDIVIDUAL EDUCATION PLANS/SECTION 504 PLANS

Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student.
Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. § 15-701.01 and A.A.C. R7-2-302.

Students with individualized education plans must show significant growth from the first compensatory testing date to their last. The IEP team will discuss and determine the level of services for the student, the 12th grade year of the student's schooling.

As per A.R.S. § 15-732, competency tests shall be administered to students in an accessible manner as prescribed in the student's individualized education program, and the school shall make specific and appropriate accommodations for students with individualized education programs.

REPORT CARDS/PROGRESS REPORTS

Report cards will be mailed home at the end of each semester and progress reports each quarter, so that parents and students may monitor grades, school attendance, and eligibility for extra-curricular activities. All the end of year balances must be paid in full for report cards/transcripts to be released. Payments must be made in the form of a money order or cash only. Fees may be waived in the event of economic hardship for the pupil.

GRADING

REPORT CARD AND GRADING STANDARDS

The Report Card is used by teachers in evaluating the on-going growth and development of every student as defined by the HPA Academic Curriculum. Evaluating student achievement is one of the most important functions of the teacher. Report cards are issued every nine (9) weeks. All academic grades are based on percentages.
The grade entered into the pupil's record by the teacher represents his/her evaluative judgment.

The following scale is used to assess the academic growth and development of every student:

Excellent Achievement	90%-100%	A
Good Progress	80% - 89%	B
Satisfactory Progress	70% - 79%	C
Below Average	60% - 69%	D
Failure	59% or below	F
Excellent		E
Satisfactory		S
Needs Improvement		N
Unsatisfactory		U
Special Education Students	Grades are based on accommodations	

All the end of year balances must be paid in full for report cards to be released. Payments must be made in the form of a money order, check or cash only. Fees may be waived in the event of economic hardship for the pupil.

CLUBS, SPORTS, ACTIVITIES

Eligibility – To participate in any extracurricular activity or to represent Harvest Preparatory Academy, a student must maintain a "C" average or above, and no suspensions. Extracurricular activities include, but are not limited to, sports, clubs, student council, etc.

Clubs must have a faculty member to sponsor and support the mission of the school. Membership of clubs is limited to students.

Parents or guardians must give written permission for their child's participation in any extracurricular activity.

HONOR ROLL

An honor roll will be designated at the end of each grading period for students in **kindergarten to 12th grade**.

An Honor Roll: Kindergarten students who receive all E's and students from 1st to 12th grade who receive all A's all four quarters or 4.0 GPA.

A-B Honor Roll: Kindergarten students who receive all E's and S's and students from 1st to 12th grade who receive A's and B's only each quarter or a 3.0 GPA.

STUDENT PROMOTION AND RETENTION

Retention is considered only after careful examination of the student's growth and development. Promotion to the next level is not automatic. Students failing two or more core classes will be recommended for retention. Parents will be notified during the third grading quarter by the student's teacher when the school believes there is the possibility of retention.

SUMMER SCHOOL/AFTER SCHOOL

Students not performing at grade level according to review of Statewide and/or District Level Assessments and will be required to attend remediation as recommended by school administrator(s). Students who are not performing according to grade level will be required to attend after school tutoring and/or Summer School if offered.

DRESS CODE

Students at HPA should be well groomed and neat in appearance. All clothing is to be well fitted (neither oversized and baggy, nor tight and form fitting) and in good repair. Pants should be regular, slim, or relaxed fit with no side zippers, designs and writing and must not touch the ground or be shorter than the top of the anklebone. Joggers, yoga pants, and cargo pants/shorts are not permitted.

Skirts, shorts, and pants must be worn on the hips with plain black or brown belts. No belts with letters, symbols, messages, names, or numbers. Belts must fit into loops and not hang down past the waistband. Capri style pants are not allowed.

Any undershirt that is worn beneath a shirt or blouse must not show on the outer garment AND not be visible from the shirt's sleeves or hem. HPA prefers the undershirt to be white or a similar color to the uniform shirt being worn.

Shirts must NOT be form-fitted and must be long enough to be tucked in.

Please call the school for the current vendor of the uniforms.

Daily Wear 6th-8th Grade

The HPA uniform consists of hunter green or gray polo shirts (short and long sleeve) with the HPA logo and either khaki, navy blue or black shorts, pants, or skirts (must be below the knee). Leggings & Yoga Pants cannot be worn as pants. Pants must not touch the ground or be shorter than the top of the anklebone. Joggers, capris, and cargo pants/shorts are not permitted.

Daily Wear 9th – 12th Grade

The HPA uniform consists of black or solid white polo shirts (short and long sleeve) with the HPA logo and either khaki, navy blue or black shorts, pants, or skirts (must be below the knee). Leggings & Yoga Pants cannot be worn as pants. Pants must not touch the ground or be shorter than the top of the anklebone. Joggers, capris, and cargo pants/shorts are not permitted.

Jeans

Students are allowed to wear jeans on Fridays as long as the following requirements are met:

Jeans should be regular, slim fit or relaxed fit with no side zippers, designs and writing and must not touch the ground or be shorter than the top of the anklebone. Jeans, shorts, and skirt must be in uniform style and must follow dress code policy. Colored jeans are not allowed.

Students must contribute $1.00 to the student activities fund to be eligible to wear jeans on Fridays. If students do not contribute the $1.00, they will be given a warning and be made aware of our policy.

If a student is continually wearing jeans on Fridays without making the contribution, they must receive a dress code violation as well as their parent(s) / guardian(s) being notified of the student's responsibility to contribute to the student activities fund. If they are still in violation after notification has been given to the parent(s) / guardian(s), the student will be asked to call home for a change of clothing. If the clothing is not brought within 1 – 2 hours of notification, the student will receive an unexcused absence and detention.

Physical Education Uniforms

In order for students to participate in Physical Education or other school related athletic activities, students must change into athletic wear. Shoes must stay on their feet and secured with a tie or Velcro.

Shoes/Socks

Shoes must have closed toes and closed heels; no sandals, crocs or high heels are permitted. Shoes must not have any offensive, obscene, profane, and/or indecent symbols. Socks must be worn at all times. No neon or distracting colors, or knee-high; should uphold private school standard. For safety purposes, if your child struggles with tying their shoes, please ensure they wear a buckle, or Velcro shoes.

Hats

Students are not permitted to wear hats, beanies, or hoodies inside any HPA building unless they have written permission from school administration. While outside, students may wear caps or hats that meet the following guidelines:

- Must be plain and solid in color
- Must not display any logos or designs
- Must be worn properly, centered on the head, with the brim facing forward

Hair, Nails and Jewelry

Hair may not be distracting. Students' hair must not cover the eyes. No distracting or disruptive hair designs, and no extravagant colors are permitted (i.e. pink, blue, green, etc.) Natural highlights or coloring are permissible. Spiked hair longer than 2" must be confined to the top of the head.

Hair should not be excessively long or short in a manner that disrupts the learning environment. For safety reasons, hair should be kept at a length that does not pose hazard in practical classes such as physical education and science experiments. Haircuts that include patterns, designs or symbols shaved into scalp are NOT allowed.

Sideburns shall be no more than 1" wide, shall not extend below the lowest portion of the ear and shall be cut straight across. Moustaches shall not extend below the upper lip or beyond the corners of the mouth. Heavily waxed, twisted or handlebar-style moustaches are prohibited.

Students may wear facial hair that is contemporary and conservative in nature in the form of a moustache, sculpted or full beard and/or goatee. Facial hair must be natural colors only, and not exceed ½ inch in length. Braiding, "Fu Man Chu," "Soul Patch" and exotic designs are prohibited.

Fingernails shall not exceed 1/2 inch from the end of the finger and shall not be painted. Nail polish is not allowed on campus.

If a student has any tattoo, they must be covered up at all times during school hours. Visible piercings must be removed while in class or on school property.

Earrings that are small and simple are allowed. They should not exceed 1/8 inch in size. Small and simple earrings are allowed.

Simple rings, single strand necklaces, single strand wrist bracelets, and basic wristwatches are permitted. Smartwatches are not permitted.

Makeup

Heavy or excessive makeup is not permitted. Students grades 6-12 will be allowed to wear only light, natural makeup.

Prohibited Items

- Glitter roll-on or eyeshadow
- Eyeliner: should not be worn in a manner that is excessively thick or inappropriately applied
- Eyelashes: false eyelashes cannot be distracting
- Gang related makeup: no symbols, insignia, or markings associated with any gangs or related affiliations.

Outerwear

Students can only wear HPA jackets, sweatshirts, cardigans and sweaters purchased at the school. Sweatshirts or cardigan sweaters may be worn over grade level appropriate colored polo shirt. Collars must be visible at the neckline. Hoodie sweaters are allowed, *but* the hoodie must be off during classes or while inside the building.

No other outerwear may be worn in the classroom.

Book Bags/Backpacks

Book bags or backpacks may have patterns such as stripes, stars, and polka dots but no offensive, obscene, profane, indecent, and/or inappropriate insignias. Brand logos are permissible. Administration prefers clear bags, but they are not required. No imagery that is considered inappropriate or offensive, such as violent or graphic content. NO WHEELS. ***Gang writing and/or tags are in violation of code of conduct. Backpacks will not be allowed on campus the last week of school.***

DRESS CODE VIOLATION POLICY

This policy may be adjusted if stricter guidelines are required, or if standards affect the learning environment. Any infraction of the dress code will result in a dress code citation being issued.

Non-compliance with the dress code will result in disciplinary action as follows:

Uniform Notice leads to after-school detention (ASD)
1 Violations –Parents contacted
2 Violations –Lunch Detention
3 Violations – Referral issued & student will be placed in ISS (in school suspension) after parent contact.

All violations that cannot be rectified on sight will require Parents to bring appropriate attire or student will be immediately placed in ISS. ***DRESS CODE CITATIONS ARE TO BE SIGNED BY A PARENT OR GUARDIAN AND RETURNED*

After the 4th violation, a scheduled parent conference is required.

If a student leaves the premises due to a dress code infraction, it will be considered an unexcused absence.

Repeat violation may be treated more seriously

HARVEST PREP UNIFORM POLICY

POLO SHIRTS & SWEATERS MUST HAVE THE SCHOOL LOGO
& MUST BE BASED ON YOUR GRADE SPAN COLORS

ELEMENTARY: BURGUNDY OR NAVY BLUE
MIDDLE SCHOOL: GRAY OR HUNTER GREEN
HIGH SCHOOL: BLACK OR WHITE

K-5th Grade

Polo Tops/Sweaters/Friday HPA Shirts

Please tuck shirts in.

6th-8th Grade

Polo Tops/Sweaters/Friday HPA Shirts

9th-12th Grade

Polo Tops/Sweaters/Friday HPA Shirts

Uniform Bottoms (All K-12th Grade)

Black, Khaki & Navy Blue

ALLOWED

- **Backpacks: May have patterns such as stripes, stars, and polka dots; no inappropriate insignias or logos.**
- **Shoes: Closed toe and heel, preferably solid colors with matching laces.**
- **Belt Colors: Brown or black.**

NOT ALLOWED

- **NO cargo pants or ripped jeans**
- **NO leggings or yoga/jogging pants**
- **NO knee socks or baggy shorts**
- **NO logos on buckle**
- **NO accesorries**
- **NO crocs or neon colored shoes**
- **NO sandals or slides**
- **Bottoms must not be too loose, baggy, or touch the ground**
- **Shorts and skirts must be no shorter than 2 inches above the middle of the knee.**

For more information contact the front office at YUMA: 928-782-2052 | SAN LUIS 928-627-5008

Child Nutrition Services

HPA is approved for Provision 2/3 and will provide breakfast and lunch free of charge to all students.

All meals served by the HPA Child Nutrition Services are designed to be healthy, follow the USDA Meal Pattern and are computer-analyzed to ensure nutritional value. Information on the school lunch program and NSLP Meal Applications are available online and in the school, all year-round in the Elementary and High School Reception and the Child Nutrition Services.

Students may bring their own meals from home. "Specifically Prohibited" items brought to school by students will be confiscated immediately.

Specifically Prohibited Foods and Beverages:

- All candy and any food where sugar is the primary ingredient.
- All chips & foods covered in red "Flaming' Hot" powder (Hot Cheetos, Hot Fritos, etc.) (No chamoy, tajin or salsa etc.)
- All caffeine and energy drinks, including coffee and soda.
- All carbonated beverages, including carbonated waters.
- All "fast food" (foods prepared by another restaurant or commercial kitchen)
- *K-5 students are allowed* a water bottle of any color but **ONLY** water is allowed on campus.

LUNCH ACCOUNT SYSTEM

Every student is approved for free breakfast and lunch while HPA is approved for Provision 2 and CEP programs. The NSLP system utilizes a tally system to track meals served and student data is not required during serving times.

Students who eat a nutritious breakfast and lunch perform better in school. They are more alert and less likely to react negatively to difficulties and challenges. They are more likely to be positively involved in after school activities such as clubs and sports, which are also linked to higher academic performance. They are less likely to spend after-school time in front of the television and more likely to do their homework. Adolescent brains and bodies are still growing and developing during the high school years. Nutrition plays a big part in their potential success. We encourage you to talk to your children about the benefits of eating a healthy lunch every day. *

Code of Conduct in the Cafeteria:

1. Students walk to the cafeteria to obtain their meals.
2. Students must not run to avoid accidents with other students.
3. Students must wait in line with their classmates to obtain the meal.
4. Students must not cut the line ahead of other students.
5. Students are prohibited from playing or roughhouse in the cafeteria.
6. HPA Core Values must be observed at all times in the cafeteria.
7. Students must sit with their class during meals.
8. Students must obtain permission from staff to leave the cafeteria during mealtimes.
9. No student will be allowed to heat their food at any time.

SCHOOL NUTRITION REGULATIONS

All foods available to the students during the school day shall meet the Arizona Nutrition Standards (ANS). The ANS have been developed by the Arizona Department of Education (ADE), based on health guidelines developed by the United States Department of Agriculture (USDA). In accordance with the National School Lunch Act and the Child Nutrition Act, schools are required by law to follow these guidelines in all aspects of operation, including but not limited to food services, classroom education, student events and all other activities that involve students during the normal school hours.

At a minimum, all competitive food or beverages sold or served on the school grounds of elementary schools, middle schools and junior high schools during the school day must meet the nutritional standards and exemptions to the nutritional standards.

SCHOOL WELLNESS POLICY

HPA is highly dedicated to the optimal development of every student. HPA believes every student should be provided the opportunity to achieve personal, academic and social success, by creating a positive, secure, and healthy learning environment in the school setting

The HPA School Wellness Policy outlines its approach to guarantee environments, experiences, and opportunities for all students to practice healthy eating and physical activity behaviors during the school day while in the school setting.

HPA created the HPA School Wellness Advisory Board that meets at least four times per year (July 1, October 16, January 16 and April 16) to establish and review the goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of the HPA School Wellness Policy.

Harvest Preparatory Academy recognizes and appreciates our role in contributing to the general health and well-being of every student who attends our school. HPA strives to ensure all students have access to the most nutritious meals possible, while attaining proper education as to the importance of good health and physical activity in the development, both mentally and physically, of every young person. Healthy eating and physical activity are demonstrably linked to reduced risk for mortality and the development of many chronic diseases as adults, and the Academy recognizes that the importance of teaching these habits is just as vital as any other knowledge that can be attained within our classrooms.

To ensure the health and well-being for all students, Harvest Preparatory Academy and its entire staff shall promote and monitor student wellness according to this policy.

OUTSIDE FOOD REGULATIONS

Harvest Preparatory Academy strives to provide the healthiest environment possible for our students and encourages our parents to assist in the process by sending their child to school with healthy, nutritious snacks in lunches brought from home.

Students may not have candy, gum or caffeinated drinks on campus (including soda and coffee). Chips will be allowed from home, but only in small portions within a packed lunch and baked chips will be encouraged over fried **(Hot Cheetos, and other chips coated in red "Flaming' Hot" coating, are NOT allowed)**. Foods brought from home that are not allowed on campus will be immediately confiscated.

Parents and food and drink delivery vendors are not allowed to deliver lunch to a child. HPA has found that this practice was being misused and was raising the likelihood of children eating deep-fat fried fast food during school lunch periods and has been thus deemed a competitive Food of Minimal Nutritional Value in competition with the school lunch program. As per Arizona Department of Education policy, competitive foods with minimal nutritional value are not allowed on campus, and as such parents may no longer bring their student food during normal school hours without pre-approved medical reasoning.

Food is not to be used as a reward or encouragement for students under any circumstances. Approved classroom parties and special events held outside of the normal school day should exist only in celebration of an event (such as birthdays or graduations) and should never be used as an incentive or reward for good classroom behavior.

Procedures for USDA Program Discrimination Complaint:

Website: https://www.fsis.usda.gov

Download the USDA Program Discrimination Complaint Form (available online)

Filing a Complaint

1. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office.
2. Or write a letter addressed to USDA and provide in the letter all of the information requested on the form.
3. To request a copy of the complaint form, call (866) 632-9992.
4. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

REGULATIONS & MONITORING

Harvest Preparatory Academy reserves the right to modify these regulations at any time, as the School Director and Administration deem necessary (or as required by changes in ANS or USDA regulations). The Administration will make every effort to consult and give voice to any person(s) who may be involved or affected by the situation, including but not limited to:

- School Board and Administrators
- District Child Nutrition Director, Manager and Staff
- Health and Physical Education Instructors
- Students and their Parents/Family Members
- The Public and Community (if necessary)

The Operations Manager will monitor and settle most disputes regarding this policy, but the final word on all issues related to this policy will be resolved by the Chief School Official. All questions regarding Child Nutrition Services should be directed to the District Child Nutrition Director. All questions regarding physical and/or health education should be directed to the appropriate grade's Health and Physical Education instructor, or to the Administrator.

Policy Last Revised: August 10, 2009

Legal References:

- Child Nutrition and WIC Authorization Act (P.L. 108-265, 204 *et. seq.*)
- Arizona Nutrition Standards [ANS] (A.R.S. 15-242)
- National School Lunch Act [NSLA] (42 U.S.C., 1751 *et. seq.*)
- Child Nutrition Act [CNA] (42 U.S.C., 1771 *et. seq.*)

TRANSPORTATION (Bus, Van or Car)

HPA does not receive transportation funds like traditional public schools; therefore, bus transportation is a **privilege** provided to students and is only provided if available to students who live more than 1 ½ miles from school. Students must present their I.D. to board the bus and must comply with all regulations. Failure to comply may result in the loss of bus privileges.
Students must enter and leave the bus at designated school loading zones and at bus stops in an orderly fashion and comply with the following instructions.

Students must proceed quietly and quickly, with caution, using the handrails.

- Students are prohibited from congregating and pushing each other.
- Students must show due regard for the safety of others.
- Students must cross the road 10 feet (5 giant steps) in front of the bus. Crossing the road behind the bus is dangerous and prohibited.
- Use only their assigned bus stop unless permission is authorized in advance by the school administration.

Students must not carry the following items in the bus:

- Alcohol, tobacco, drugs or any other controlled substance or drug paraphernalia.
- Animals, insects, nuisance items, hazardous materials, or weapons.
- Food, drinks, candy, gum, or toys.
- Balloons or large stuffed animals

Students must remain seated while the bus is in motion and must abide by the following guidelines:

- Students must proceed directly to a seat upon entering the bus.
- Students must sit facing forward with feet placed in front and belongings on the lap and/or between the feet.
- Students must remain seated until the bus has stopped.
- Students must not obstruct the aisle or emergency exits with any object, their bodies, or any part of their bodies.
- The aisles must remain clear.
- Books and other property such as musical instruments and athletic equipment must be secured by the students at all times.
- Students must refrain from shouting, using profane language or engaging in boisterous, aggressive, or violent activity.
- Students must refrain from talking with the driver while the bus is in motion, except in an emergency.
- Students who must talk should whisper.
- Students shall not extend arms or other parts of the body out of the windows.
- No objects shall protrude through an open window.
- Students should not adjust windows unless authorized by the driver.
- Students shall not throw litter or other objects while riding the bus.
- Shooting paper wads or other material is prohibited.
- Students must not throw objects at any time.
- Students should not destroy or damage any part of the school bus. Parent will be held responsible for damages to school property.
- Refrain from eating or drinking on the bus.
- Students must keep their feet off the seats.
- Students must keep sharp objects off the upholstery.
- No pencils or pens in hands or sticking out of backpacks or pockets.

Students provided with transportation must ride the bus daily. If a student is provided with alternative transportation on a consistent basis, bus privileges will be revoked and given to a student on the waiting list. Please note that all parents will be required to sign a transportation agreement at the beginning of the year. HPA realizes that there are times when emergencies arise and you will need to pick your student up, rather than have your student ride the bus for that day. *HPA asks that you please call the elementary office no later than 1:30 PM.* **This will allow ample time for HPA staff to notify the Transportation Department that your student will not be riding the bus for the day.** If a call is received after 1:00 PM, there will be no guarantee that **the Transportation Department** will be notified, and that the child will be given the message in time for him/her not to ride the bus. Temporary bus passes for students riding the bus for one-time usage or a different bus will not be guaranteed due to limited space availability.

STUDENT TRANSPORTATION

Bicycles-It is the parents' responsibility to make the decision whether to allow their children to ride bicycles to school. Bicycles must be walked on campus and then parked and locked in the bike rack. HPA assumes no responsibility for damage or theft of bicycles. Students who ride bicycles to school are responsible for following common bicycle safety practices. All bicycle riders attending school at HPA are required to wear helmets while riding their bicycles to and from school. It is recommended that kindergarten and first grade students NOT ride their bicycles to school. Skateboards, roller blades, roller skates and scooters are not permitted on school property.

VISITOR POLICY

Parents are encouraged to observe their students' classes, join them for lunch, and take an active part in their education. For reasons of safety, *parents are required to report to the office and sign in with a valid ID as either a visitor or a volunteer when on campus.* While on campus, parents are asked to demonstrate respect for school rules, including not smoking or bringing alcoholic beverages on campus, and dressing modestly.

Please leave small children at home when visiting classrooms. Young children distract both students and visitors. Siblings under the age of 18 and friends of students are not permitted to visit classes.

Please avoid conferencing with the teacher during classroom visits. Remember, visits should not disrupt the academic learning process. Teachers are expected to conduct class as usual.

Administrators may refuse anyone a visitor pass. Any person found on school grounds without permission will be considered a trespasser and subject to school violation regulations and the full effect of the laws that govern trespassing. All visitors are required to conduct all business with staff in a peaceful and respectful manner.

STUDENT RECORDS AND FERPA (Family Educational Rights and Privacy Act of 1974)

HPA will keep attendance and other student records in sufficient detail and accuracy to meet any legal requirements imposed by applicable state and federal laws and regulations. Individual student records will be treated as confidential. Parents or guardians have the right to inspect the records of their children, subject to the school's procedures for viewing records, and HPA requires **forty-eight (48) hours' notice** if a parent wishes to inspect a student's record on campus.

School employees respect the privacy of student records and recognize that only important factual information should be included in permanent records. The information that can be made available to people outside the school is limited. Generally, information from a student record may not be given to any third party without the written permission of the parents of the student although there are some statutory exceptions that apply. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974.

Family Change of Address and Phone Number

The school must have current contact numbers for the parents of students in case there is a need to communicate with parents or their designers in an emergency or other situation. If a parent moves or changes a phone number, the parent is required to notify the office of any change of address or phone number to keep information current. If a change of address is done, parents MUST provide updated proof of residence and attach an address verification form provided by the Registrar.

If you wish to add or delete a name for emergency contacts, this may be done in writing or personally at the office. The office must have on record any court orders restricting another parent's or person's access to a child or be notified of any person/so you do not wish a student to see or to pick up a student. (Someone ordinarily considered acceptable such as a non-custodial parent, stepparent, or grandparent).

FIRE AND EMERGENCY DRILLS

Fire and emergency drills are held at irregular intervals 10 or more times throughout the school year. When drills are held, it is important for all students, staff, and visitors to:

- Check the directions posted near each room's exit.
- Follow the instructions of the teachers.
- Move quickly and quietly to the designated area.
- Teachers will take registers/roll sheet and student emergency cards, search classrooms for struggling students and lock classroom door after all persons have exited the classroom.

EMERGENCY EVACUATION PLAN

In the event of an Emergency evacuation, the Incident Commander will inform the Parent Liaison where students can be safely picked up.

The Parent Liaison will then send out a community safe message informing parents of the location where their students can be safely picked up.

STUDENT CODE OF CONDUCT

General Rules

HPA students will:

- HPA students will follow the 3B's: Be Respectful, Be Responsible, and Be Safe.
- HPA students will help respect school property by not writing on school walls and doors and will not otherwise deface, damage, or destroy property in anyway.
- HPA parents will be held liable if any school property is damaged by their child.
- HPA students will tolerate and accept physical and cultural differences among others.
- HPA students will not run on sidewalks or into driveways.
- HPA students will hold playground equipment while walking on sidewalks.
- HPA students will play only in designated areas.
- HPA students will play non-violent games.
- HPA students will not play contact sports for safety reasons.
- HPA students will use playground equipment complying with written instructions.
- HPA students will settle disagreements without fighting or threatening to fight.
- HPA students will show respect for property and others by not throwing objects of any type.
- HPA students will respect others' possessions and not take items belonging to others.
- HPA students will place trash in proper receptacles.
- HPA students will show respect to teachers, staff, adults and fellow students.
- HPA students will abide by the prescribed dress code.
- HPA students will use appropriate and courteous language.
- HPA students will not chew gum on campus, they will have to stay after school to scrape gum off desk/furniture, carpets in a classroom, cafeteria, or hallway.

- HPA students will not engage in overt displays of affection to include holding hands, kissing or embracing other students.
- HPA students will not wear tattoos (permanent or temporary) or write on themselves or each other with pens or markers.
- HPA students are allowed to carry water bottles on campus.
- HPA students will consume food and beverages only in the cafeteria room, unless under the direct supervision of HPA staff.
- HPA High Students are prohibited from using Elementary School Bathrooms

Playground (If Applicable)

The purpose of these rules is to promote the safety of our students and the proper use of the playground, school facilities and equipment.

Students will be supervised while on the playground and are subject to these rules.

- Walk on the sidewalks around classroom areas.
- Hold on to balls and ropes until you get to the playground.
- Use equipment properly; do not sit or stand on top of playground equipment or hang it upside down.
- Only one person will swing on a single swing at a time. There will be no jumping, standing, twisting, or hanging upside down on the swings.
- Walk directly to the playground when dismissed from the cafeteria.
- The tables are for schoolwork and quiet activities only.
- Ask permission from the duty teacher before leaving the playground for any reason.
- Help keep the play area and campus clean by putting all trash in the trashcans.
- Line up to leave the playground immediately when the bell or the whistle blows.
- The playground is not a place of solicitation of items or services by employees, students, parents or visitors except as approved by the administration. (See “No Solicitation” under “ADDITIONAL INFORMATION”)
- Trading of cards or other items is prohibited.

Electronics should be left at home; if brought to school they should be turned off and remain in the student’s backpack during school hours. Please be reminded that the school is not responsible for lost or stolen items. Students may be temporarily denied playground privileges for repeated violations of the rules or injurious behavior. Parents will be notified by teachers of serious or continuous violations.

Discipline

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATION OF ANOTHER

pursuant to A.R.S. § 15-841.

K-12 Discipline Matrix

Teacher Interventions of Level 1 student behavior at HPA

The following interventions are arranged more or less in the order to be taken. When an employee undertakes an intervention, the employee will document in specific terms the student behavior and all the steps taken to address the behavior. This documentation will be essential if a situation eventually involves parents/guardians and is required by school personnel.

NOTE: Teacher will skip Level 1 and immediately forward student and case documentation to the Student Services Office (Discipline/Guidance) for an infraction of the Code of Conduct/Student Handbook deemed beyond the level of classroom discipline.

Level I

Teacher Managed
Warning/Lunch Detention/After School Detention/Parent Contact/Demerit

Level II

Teacher Managed/Student Services
Parent Sit In/ISS/Corporal Punishment/OSS/Behavior Contract

Level III

Student Services
Long Term Suspension/Alternate Expulsion/Expulsion

Although HPA typically follows this disciplinary chart, HPA may, in its sole discretion, deviate from the chart and utilize any form of discipline in any order deemed necessary to effectively address and correct student behavior.

Students shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the Student Services office in order to maintain effective discipline in the classroom. If a Student is sent to the principal office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school governing board.

1. The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with the others in the classroom or with the ability of the other pupils to learn.

2. The teacher has determined that the student's behavior is so unruly, disruptive or abusive that it interferes with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of the other students to learn.

HPA follows an assertive plan for controlling student behavior. The consequences for inappropriate behavior are clearly identified and enforced. The classroom teachers use a systematic, assertive discipline plan that is posted in the classrooms and reviewed with students on the first day of class. Consistency is important. The overall plan establishes firm and consistent limits for students. The program also establishes a positive educational environment for both student and teacher. Every effort is made to establish positive reinforcements that can be applied to individual students as well as classrooms.

After one short term suspension in a school year, the next disobedient action will result in moving the student to Discipline Level 3 (possible expulsion).

Students receiving out-of-school suspensions will be assigned zero credit for schoolwork such tests, quizzes, homework and any other assignment missed while serving their suspension. Work must be made up for the academic benefit of the student.

Infractions or disruptions listed below (but not limited to the following) are considered severe by school personnel and may warrant immediate teacher or administrative intervention. **Corporal punishment**, suspension or expulsion may result upon the first incident with parental notice. Local law enforcement may be notified when required. (A.R.S 15-843 (B)(2)(2022)

1. Defiance of authority.
2. Assault, verbal or physical threat, abuse, or action against another person, in the act of threatening, harassing, sexual abuse/harassment, hazing, bullying or cyber-bullying. Harassment based on sex, race, color, national origin, disability, or any other protected status.
3. Profanity - verbal, written or visual displays of obscenities and vulgar language.
4. Fighting - including roughhousing & horseplay that could result in injury.
5. Drugs - using, possessing, or selling any dangerous, illegal or look-alike drugs, paraphernalia, non-approved prescription drugs, or over-the counter medications.
6. Alcohol abuse or possessing any alcoholic or look-alike alcoholic beverages.

7. Tobacco - using or possessing any tobacco or tobacco products.
8. Gambling - wagering or betting money or other stakes on the outcome of any activity.
9. Theft - stealing property of another person or of the school.
10. Weapons/dangerous items - bringing items to school that are considered dangerous, including knives or look-alikes.
11. Cheating - forgery/plagiarism.
12. Leaving campus without authorization - truancy.
13. Property damage.
14. Extortion.
15. Trading cards or other items or selling items.
16. Gang and gun related activity

DEFINITION OF TERMS

Gang Activity or Association

By definition, a gang is a group of three or more people who meet for anti-social or illegal activity. This includes recognized gangs and/or groups who gather to mimic gang activity. As per A.R.S. § 13-105, an individual to whom two of the following apply is considered be associated with a gang:

- Self – Proclamation
- Witness testimony or official statement
- Written or electronic correspondence
- Paraphernalia or photographs
- Tattoos
- Clothing or colors
- Any other indicia of street gang membership
- Drugs, bandanas, and/or hair nets are not permitted

Students engaging in gang activities, such as flashing gang signs, wearing gang clothing, distributing gang messages, or gang initiation, will be recommended for suspension and/or expulsion.

Defiance of Authority

Defiance of authority includes but is not limited to the following student actions.

- Engagement in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly causing a risk.
- Engagement in conduct that is insubordinate, i.e., failing to comply with lawful directions of a teacher, school administrator, or other school official/employee in charge of a student.
- Causes endangerment to the safety, morals, health, or welfare of others by any act.
- Committed a crime.
- Engagement in volatile conduct towards the governing body's rules and regulations for the maintenance of public order on school property.

Criminal Damage and Graffiti

If you recklessly damage property, it is called criminal damage. Criminal damage is defined by Arizona State Law (A.R.S. § 13-1602 A&B) as a class 4,5, or 6 felonies depending on the amount of damage. If you damage property, you, and your parent and/or guardian will be held accountable. In many cases you and your parents are responsible for paying for the damage caused. One partition wall cost $1500.00 to replace if damaged.

Defacing property is also considered criminal damage. This includes marking, scratching, or painting of property that does not belong to you and without the owner's permission. Painting graffiti is breaking the law.

After School Detention

Students may be assigned detention for violations of school rules and regulations. The campus detention program may consist of one or more hours after school for a minimum of one day and a maximum of six weeks as assigned. Students who fail to attend assigned detentions may be suspended. Parents/guardians will be given prior notice of the detention and the reasons(s) for it. The transportation department may assign detention according to their guidelines for incidents occurring under their supervision. ASD will be on Tuesdays and Thursdays 3:30-5:30 p.m. Transportation **will not** be provided. Failure to attend will result in further consequences.

Engagement in any forms of academic misconduct may result to Detention, including, without limitation:

- Lateness for, missing, or leaving school or class without permission or excuse.
- Engagement in conduct volatile towards the governing body's rules and regulations for the maintenance of public order on school property.
- Has a record of excessive absenteeism
    - Students need to serve seat-time
- Dress code violation
- Electronic device violation
- Lack of class engagement
- Failing grades

Detention: Detention is a disciplinary "time out."

Students will not be held in after school detention until after the parent(s)/guardian(s) has been informed or every reasonable effort has been made to inform them.

Lunch Detention

Students are provided a lunch in a separate classroom and loose recess privileges. During this time, they must complete an assignment such as math facts or i-Ready.

Parent Sit in

Parent Sit-in is used as a means of positive reinforcement. We strongly encourage parents to come and be a part of their child's educational journey. However, if it's in lieu of chronic disruption in the classroom parents will be required to report within 24 hours of the student's infraction. Where parents will accompany their child to and from school for the designated day(s). According to the ARS 13-2911. It is a violation of the law when a student causes interference with or disruption of an educational institution. Which is why at that time HPA may require parents to come in to sit with their child during instructional time.

Suspension

Students who have been suspended out of school may not be on the campus for any reason without prior approval from the school administration or they will be cited for trespassing. Students may make up schoolwork for credit but may not participate in or attend extra-curricular activities until midnight of the final date of suspension.

In-school suspension is the on-campus placement of the student into an isolated area.

Short-Term Suspension: A short-term suspension is the immediate removal of the student from the HPA campus. Short-term suspensions are assigned for periods of time from one to 5 days.

Long-Term Suspension: A long-term suspension is the withdrawal of the privilege to attend HPA or participate in extracurricular activities and/or school sponsored events for a period of more than 5 days.

Expulsion

Expulsion is the permanent withdrawal of the privilege to attend HPA or participate in any school-sponsored event. Expulsion is a serious disciplinary action that may adversely affect a student's ability to enroll in other schools and must be approved by the Governing Body.

Students may be expelled from school only by the Governing Board. Expulsion is the exclusion of a student from Harvest Preparatory Academy. Students who have been expelled from Harvest Preparatory Academy cannot re-enroll at Harvest Preparatory Academy without Board approval.

Due Process

All HPA students are entitled to due process prior to a long-term suspension lasting more than ten days or expulsion.

1. The student must be informed of accusations against them.
2. Factual basis for the accusations must be fully explained to the student and his/her parents.
3. The student must be given the chance to produce evidence and explain any facts regarding their denials, including presentation of witnesses, at a due process hearing held by the Governing Board. The student has the right to be represented by counsel at such a hearing.

Reasonable Restraint

Employees, while acting within the scope of their duties and responsibilities, may exercise the amount of physical restraint reasonable and necessary to protect the safety of students and/or themselves.

Self-Defense

It is the policy of Harvest Preparatory Academy that physical force is avoided if at all possible. Under some circumstances, however, physical force is justified, if necessary, to protect yourself from physical harm or injury and only to the extent necessary for such protection. Physical force is never justified in response to verbal provocation alone or after the initial user of physical force has stopped using physical force. In cases which are determined to be mutual combat situations, all students involved will be disciplined, regardless of who actually initiated the situation.

Search and Seizure

HPA reserves the right to search and seize (school or personal property) when there is a reasonable belief that there exists some material or matter which is detrimental to the health, safety, and welfare of the students or employees. This includes written material containing inappropriate subject matter.

School authorities will seize illegal items or other possessions reasonably determined to be a threat to the health, safety, or security of any person.

Items that are used to disrupt or interfere with the educational process may be removed from students' possession.

Items seized by the school may be held by the school, returned to parents, or turned over to the appropriate law enforcement agency. The school will maintain records of items seized and their disposition. Strip searches of students will not be conducted by the school and will not be permitted.

Referrals to Student Services Office

Upon a referral to the disciplinary office, a decision is rendered to determine whether or not the school administrator, administrative designee and/or school director will schedule a hearing. Parents and/or Guardian(s) will be notified via phone and/or in writing during the course of the disciplinary process.

The discipline office, school administrator, administrative designee and/or school director will review all teacher records to determine clarity, thoroughness and preparation for disciplinary action.

Hearings will result in following actions/sanctions to be applied separately or in appropriate combination:

a) Counseling.
b) Detention (after school hours; of varying periods of time).
c) Reprimand: (written notice of disciplinary actions taken).
d) Probationary status: (inclusive of loss of specified privileges).
e) Referral to Director: (with recommendation for immediate level of higher sanction inclusive of suspension, expulsion, corporal punishment, and/or arrest by police department)
f) Parental notification

Referrals to Executive Director

The Executive Director and /or designee has authority to immediately issue highest levels of sanctions (referenced above) and to recommend long-term suspension and/or expulsion to the Governing Board; in cases involving students previously assigned detentions, the Executive Director requires that student has already served a maximum of 3 detentions prior to adjudicating case.) Parents and/or Guardian(s) will be notified via phone and/or in writing during the course of the disciplinary process.

If a student receives 4 or more referrals, the student will be suspended pending a meeting with the Executive Director.

Infractions or disruptions listed below (but not limited to the following) are considered severe by school personnel and may warrant immediate teacher or administrative intervention. Expulsion, suspension, or corporal punishment may result upon the first incident, parental notification, and are subject to student's due process rights. Local law enforcement may be notified when required.

Examples of Level 1 and 2 Behavior:

- Selling or trading cards of any kind
- Public displays of affection; Kissing, hugging or other forms of public displays of affection is prohibited.
- Throwing objects; throwing balloons, food, ice or other objects is prohibited.
- Loitering
- Selling items for personal use
- Injury prone or unhealthy behavior; Behavior such pushing, shoving, climbing on buildings, riding skateboards, spitting, is prohibited.

Examples of Severe Infractions/Disruptions:

- Assault, verbal, or physical threat, sexual abuse/harassment, hazing, bullying, cyber-bullying or action against another person.
- Profanity: verbal, written, or visual displays of obscenities including vulgar language.
- Drugs: using, possessing, or selling any dangerous, illegal, or look-alike drugs, paraphernalia, non-approved prescription drugs, or over the counter medications.
- Alcohol: abuse or possess any alcoholic or look-alike alcoholic beverages.
- Tobacco: using or possessing any tobacco or tobacco products.
- Gambling: wagering or betting money or other stakes on outcome of any activity.
- Theft: stealing the property of another person or the school.
- Criminal damage to school property (i.e., graffiti, broken desk, etc.).
- Weapons/dangerous items; bringing items to school that are considered dangerous, knives and other sharp objects. Including look-alike items.
- Zero weapons, drugs, or items with the intent to harm others or self.
- Cheating; forgery/plagiarism.
- Gang activity or association.
- Harassment and/or sexual harassment.
- Arson.

- Fireworks: possessions of explosive devices are prohibited.
- Misuse of computers: the use of school computers for other than intended academic purposes.
- Violations of statutes: any act that is a violation of any local, state, or federal statute and is under school jurisdiction.

Care of School Property by Students

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marking of school property should be reported to the office at once.

Students are responsible for items assigned to or checked out by them. They are responsible for their own behavior in using the facilities of HPA. Good citizenship demands that the property of the school be cared for in a conscientious way. Teachers make every effort to demonstrate for their students' proper care of the school's facilities and classroom property. Please support this responsible attitude with us. Parents are legally and financially responsible for damage caused to school property, including textbooks, computers, or resources utilized by students for the completion of school projects or lessons. Signing of the Parent Compact signifies the parent's agreement to this policy to pay for damages to school property, including textbooks, computers, and resources, caused by their enrolled child.

Private Property

School rules apply as long as students are under school authority. Students must not trespass on lawns or in any way interfere with the property of private citizens. Students waiting for rides are to recognize the rights of homeowners/landowners who have allowed stops to be placed at their homes. HPA students will demonstrate good citizenship in respecting these rights. The student and parent are responsible for damages to, or replacement of property abused while waiting for a ride or walking to and from school. Property destruction is illegal and may involve law officials.

Personal Items

Personal items being used on school property during the instructional day will be immediately confiscated and will only be released to the parents. Personal items include but are not limited to cell phones, MP3 players, iPods, iPads, handheld gaming systems, digital cameras, digital watches, and any electronic device not approved by HPA. Please note that HPA is not responsible for the theft or loss of any personal items. Parents are legally and financially held responsible for lost, damage, and stolen personal items on HPA campuses. It will not be the obligation of the Student Services office to conduct a lengthy investigation regarding lost or stolen items. Reasonable assistance will be provided.

Cell Phones A.R.S. § 15-120.05

Students may possess cell phones and earphones/headphones/smart watches on school property and at school-sponsored activities. Students may NOT turn on or use these devices on school grounds until the end of the official instructional day. Exceptions will be accommodated **only** in life threatening emergencies.

It is the students' responsibility to ensure that their cell phones and earphones/headphones/smart watches are turned off and out of sight during the instructional day. Any student who violates the above rules is subject to disciplinary action according to the Student Code of Conduct.

The school is not responsible for items stolen or damaged on school property (bus, classroom, cafeteria, etc.). The owner assumes all risks for cell phones and personal property brought to school

Cell phones and/or* earphones */headphones, smartwatches that are confiscated will be released only to a parent/legal guardian with proper identification from the student services office and a written notification of said violations

Refer to State of Arizona House Bill 2484

Arizona House Bill 2019: Water Safety Information

According to the Arizona Department of Health Services, drowning is the leading cause of death among children (ages 1-4) in Arizona. The bill aims to enhance awareness and access to information about water safety education by requiring a school district or charter board to provide information for water safety courses to parents who enroll a child and to students who are at least 18 years old.

For local swimming course information and availability, please visit the City of Yuma website at https://www.yumaaz.gov/government/parks-recreation/swimming-pools-and-water-features

Security

To help promote a safe environment, security cameras may be in use in public areas. Security personnel are also employed for the primary purpose of securing the school environment from outsiders and promoting safe behavior.

Hall Passes

Students will wear a vest or hall pass provided by classroom teacher to visit the following areas:

- Restroom
- Office
- Nurse
- Other (assigned by classroom teacher)

Drugs, Tobacco and Alcohol Use

HPA is a Drug-Free Campus. Any student who sells, gives, possesses, uses, is involved with, or under the influence of narcotics, dangerous and illicit drugs, or alcohol in or on the school property shall:

- Receive a suspension from school and recommendations for long-term counseling, or expulsion. Determination of the level of discipline imposed will be based on the results of the investigation.
- Be reported to the appropriate law enforcement agency for violations.

Adults and visitors are expected to abide by the same standards. Arizona law forbids use of tobacco products on school property and may impose up to a $300.00 fine for violations.

Displays of Affection

Displays of affection including but not limited to kissing and holding hands are prohibited on school grounds**.** Infractions will result in disciplinary action according to the disciplinary tier system.

Record of Student Violations

All violations of the Student Code of Conduct by a student will be maintained in his/her file while a student is in School.

Use of Police

It is the philosophy and belief of the administration that the responsibility for dealing with student discipline rests within the Professional Learning Community (PLC). Thus, efforts will be made to handle such problems in-house according to the policies and procedures established by the School Administration. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the school, or where the security of person or property appears to be in jeopardy, the administration will not hesitate to call the police and initiate arrest and prosecution proceedings.

In accord with statute, violations of this policy do not include *either* of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate education curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

HEALTH SERVICES

REGULATIONS

A student entering HPA for the first time must present a current Certification of Immunization or documentation required for exemption from immunization.

Although the law allows exemptions, the County Health Department will require the school to exclude non-immunized children from school if there is an outbreak of any of these diseases. Parents not providing this information before the first day of school instruction will be asked to keep their children at home until the information is furnished.

Parents are required to complete an Emergency Medical Referral Card for each of their children. This card tells us how to contact parents or other responsible adults should a child become ill or is injured at school. It lists health problems, including allergies to food, medicine, and insect stings.

Parents *must immediately inform the school office when there are changes in address, home phone, business phone, or emergency phone numbers*. If a parent cannot be reached in an emergency, the

school will call paramedics, who will decide the need for an ambulance. The cost of this service is the parent's responsibility.

MEDICINES

NO CHILD MAY CARRY MEDICINE TO ADMINISTER TO THEMSELVES, INCLUDING COUGH DROPS. A student maybe allowed to carry an inhaler only if the inhaler is prescribed to the student by a physician and the student is trained and able to follow dosage administration.

State law rigidly controls dispensing medication to children by a health professional. Therefore, please be advised that HPA will only administer prescription medication in **its original container with the original prescription label.** Also, said medication will be dispensed by a **staff member** identified by the administrator, **not a registered nurse (RN)**.

"Administration" of a prescription medication means the giving of a single dose of medication or the giving of a treatment package in **its original container**.

These requirements are made for the protection of students.

When students must take medication at school, either by a physician's order (prescription medication) or by parent request (non-prescription medication), the following procedure must be utilized:

1. A medication form provided by HPA must be completed and signed by the parent or legal guardian prior to dispensing any medication.
2. Medication must be delivered to the HPA Health Office in the original prescription bottle or over-the-counter container.
3. The prescription label must have the student's name, current date, and name of medication, dosage, and the time to be given.
4. If dosages should change while the child is on the medication, the school must have written documentation from the doctor or pharmacy before the new dose can be administered.
5. The dosage of a non-prescription medication must be within the manufacturer's recommendation as printed on the label.
6. Medicines needing refrigeration must be left in the health office during the dates to be dispensed and the parent should keep a needed amount at home. This will ensure that medicines are properly stored.
7. Only HPA staff may keep and administer medication on field trips. This includes over the counter and physician prescribed medication.
8. Medicines brought to the school and not meeting necessary requirements will not be dispensed and will be locked in the health office until a parent complies with the above procedures or takes the medicine home.
9. The parents will be called regarding any medications brought to the school and will be required to pick up the medication and complete the medication form in the health Office.

MEDICAL DEVICES/HEALTH EDUCATION REGULATIONS

When a student requires a medical device/mechanical or electronic device in school, a document signed by a US Licensed Medical Practitioner must be submitted to the health Office, providing detailed instructions to ensure the safety of the student.

PHYSICAL & HEALTH EDUCATION REGULATIONS

All students who attend Harvest Preparatory Academy shall participate in a Physical Education program. HPA believes this program is not only beneficial to the physical health of a student, but also to the student's mental and social development. A minimum of 60% of time spent in physical education class will be spent participating in moderate-to-vigorous physical activity. Students are encouraged to be physically active during the school day and are given a "recess" time daily to be outside and active with one another, as well as burn calories from their recently consumed meals. Students must provide documentation from a licensed medical practitioner if they have restrictions and/or are unable to participate in physical activity due to illness or disability.

Health Education is also a point of focus, as encouraging the importance of healthy eating and good health habits is as vital as teaching children about the importance of being physically fit. Health Education is a "required elective" for all High School students. It is currently listed as an elective course, but every High School student will take a Health Education class before graduation.

HPA has developed three positions within the education team devoted to these activities. Certified "Health and Physical Education" teachers have been hired for each of the three major grade levels: elementary (K-5), middle (6-8) and high (9-12). They are responsible for educating the students on the importance of health awareness and physical activity, both in direct classroom education as well as integration into other subjects, as well as teaching Physical Education classes. They will also be responsible for developing and expanding the school's after-school sports program.

School personnel will not use physical activity (pushups, running laps, etc.) *as punishment for students*. The concept is to put a positive light on physical activity and fitness, not to discourage it.

PARENT INVOLVEMENT

At HPA, we highly value and encourage active parent involvement in support of student learning and school community engagement. There are many meaningful opportunities for parents to participate throughout the school year, including:

- **Volunteer Opportunities**: A minimum of five (5) volunteer hours at the school per year.
- **Open House:** Meet teachers, explore classrooms, and learn about curriculum expectations.
- **Parent Conferences:** Collaborate with educators to support your child's academic growth.
- **Parent Literacy Night:** Engage in strategies to support reading at home.
- **i-Ready training for Parents:** Learn how to navigate and support your child's progress in i-Ready.
- **PowerSchool/Grades training for Parents:** Stay informed on your child's academic performance and attendance.
- **Spring/Winter Performances:** Celebrate students' talents and achievements in the arts.
- Spring festival: Enjoy a fun, family-friendly community celebration.
- **Sporting Events:** Show your school spirit and support student-athletes.
- **Annual Comprehensive Needs Assessment Workshop:** Participate in reviewing and planning for school improvement.
- **All Pro Family Monthly Breakfast Meetings:** Join monthly gatherings focused on building strong family-school partnerships.

VOLUNTEERS

Parent volunteers provide a tremendous service to the school. HPA recommends every family provide a minimum of five (5) hours per year of volunteer participation in the school.

The wide variety of talent and expertise among parents and community members greatly enhances the education process for all students. It allows teachers to stay focused on students and be available to meet any additional instructional needs of their students. Volunteers are required to complete a Volunteer Packet with our human resources department. Areas where volunteers lend a hand include:

Tutoring	Library Assistance
Clerical	Classroom Assistance
Special Presentations	Office Assistance
Field Trips	Teacher Directed Home Tasks
Bus Monitors	Extracurricular Activities
Playground /Safety Supervision	Campus Maintenance
Special Material Preparation	Curricular and Literature Committees
Paper Grading	Bus Stop Monitors
New Building Site Development	

LINES OF COMMUNICATION

In an effort to resolve in a timely manner any issues that may arise, parents with concerns about how academic programs or other activities are being conducted are encouraged to discuss their concerns with school staff and/or principal. Knowing whom to go to first can often make addressing issues easier.

For questions about the classroom (i.e., class work, student behavior, teacher discipline), parents must contact the child's teacher and schedule an appointment before or after school.

For questions dealing with school-wide issues (i.e., playground privileges, lunchroom rules, discipline policies) or for questions that have gone to a teacher and not been resolved, parents must talk to the Site Principal, District Academic Director, and/or Executive Director.

For questions dealing with the physical campus (i.e., traffic, parking, restrooms, grounds), parents must contact the Operations Manager.

HPA administrators are always available to hear and discuss issues of importance to our parents. The Harvest Preparatory Academy Board of Directors functions as the final authority on all issues that cannot be resolved through the principal, administrator, or Chief School Official.

PARENT INVOLVEMENT MISSION STATEMENT

The purpose of Harvest Preparatory Academy's (HPA) Parental Involvement is multi-level:

- To improve the academic achievement of all our students and achieve grade level.
- To build and enhance the capacity of parents to assist students in their academic achievement.
- To ensure that parents are informed as much as possible and enhance administration-parent communication.
- To Inform parents as much as possible in developing the Title I program, our standards-based curriculum, and instructional/assessment activities.
- To motivate students to learn achieve and dream to reach their highest capacity.

Parents of students participating in Title I services are notified of this policy in an understandable and uniform format and provided this policy in a language the parents can understand.

This policy is made available to the local community and updated periodically to meet the changing needs of parents and the school.

Upon enrollment of their child, each parent is given a copy of HPA's Parent Handbook that includes this policy, the Parent Compact, and signs a statement of assurance that they have familiarized themselves with it.

DEVELOPMENT OF THE LEA INSTRUCTIONAL PLAN

Parents are encouraged to serve HPA, where possible, as members of Title I am planning committees such as.

- Developing our consolidated instructional plan
- Student academic and achievement performance
- Communication with parents
- Building schools' and parents' capacity for strong parental involvement
- Coordination and integration of parental involvement strategies under the Title I-A program
- Reviewing highly qualified teacher status
- Content and effectiveness of the parental involvement policy
- School environment and safety/student transportation

These committees meet either once each semester or annually. Agendas are forwarded to the parents prior to the committee meeting in a timely manner.

Review and action of the committee are provided to parents through:

- Phone calls
- Quarterly newsletters
- All parents are made aware that all committee review and action items are filed at the administrative office for their preview.

ADDITIONAL INFORMATION

SPECIAL ACTIVITIES

Participation in special activities is often dependent upon passing grades, completed assignments, and good behavior. Students need to be in attendance for the entire day in order to participate in special activities that occur during the school day or after school.

PERMISSION SLIPS

The permission slip form will be provided by the school to the student. Permission slips must be signed by the parent and returned to school as directed on the form in order for a student to participate. Students must have a written consent from their parents or legal guardian to have a personal relationship with HPA Staff inside or outside the school setting, this includes all Social Media Platforms such as Facebook, Snapchat, Twitter, Instagram, and YouTube. The signed consent from parents and legal guardian must be submitted to the Operations Director and Chief School Official.

Students are not allowed to post to any Social Media Applications such as TIKTOK, Facebook, Instagram, Twitter, Snapchat, YouTube HPA events or showing HPA affiliations without written consent from the Operations or Executive Director.

LOST AND FOUND

On occasions, a misplaced item is found. The school has designated a collection box for such lost items in a designated area. Smaller lost items, such as jewelry, wallets, etc., are brought to the office. Students and parents are encouraged to check this box for missing items. Although HPA is not responsible for lost items, efforts are made to help locate items reported missing. Periodically, HPA donates all unclaimed items in the collection box to a charitable organization.

TELEPHONE

Students may use school office telephones with staff permission in the case of emergencies only. Emergencies may include, but are not limited to, calling for medication, illness, discipline, or a *teacher's* request to stay after school.

SCHOOL PARTIES

Parents may help plan scheduled parties for students. Scheduled parties are held during the grade level allotted time. The occasions for which classes may hold parties are:

- Harvest Celebration
- Valentine's Day
- Winter holidays
- 100th Day
- End of the School Year
- Birthdays (Kinder through 5th grade) Last Friday of every month.

The students' teacher may recognize them on their birthdays; however, in the interest of fairness and equality, and with respect to academic time on task, ***no other treats or birthday recognitions by parents are permitted in the classroom.*** Additionally, parents are asked not to distribute private party invitations at school unless the student's entire class is included.

On the last Friday of each month, at the end of the school day, a birthday celebration will be arranged for all the students with birthdays in that month. On this Friday parents are permitted to bring a treat or special recognition. No homemade items are allowed. All items must be able to be distributed without the use of culinary utensils, such as a knife or spatula (ex: cupcakes instead of a sheet cake). Arrangements should be coordinated with the student's teacher.

NO SOLICITATION

HPA has a no-solicitation policy, which prohibits employees, students, parents, or visitors from selling on campus except as approved by the administration. Approved sales will be for the benefit of the school or student body. Parent and student names will never be released or used for sales purposes.

No notices may be posted on campus without administrative approval.

FUNDRAISING PARTICIPATION POLICY

Fundraising plays a vital role in supporting educational field trips for all students and milestone celebration trips for specific grade levels. Every student at HPA participates in field trips throughout the year that enrich classroom learning and promote social development.

In addition, students in **grades 5, 8, and 12** take part in **milestone trips** that are more extensive and carry higher costs. These trips serve as memorable capstone experiences that celebrate key transitions in their academic journey.

To help make these opportunities accessible to all students, each student is expected to participate in **at least three (3) fundraising events** per school year. Typical fundraising activities include: chocolate sales, raffles, and discount card sales.

Families are also encouraged to contribute through item donations or monetary gifts. Every contribution helps ensure all students can participate fully in these valuable experiences.

FIELD TRIPS

HPA has a preset plan for field trips that is set per cohort. Parents may be able to attend as chaperones depending on the fieldtrip destination.
Students with numerous student services referrals may not be eligible to participate in the End-of-Year Field Trips.

CLUBS, ATHLETICS, AND ACTIVITIES

Eligibility -- To participate in any extracurricular activity or to represent Harvest Preparatory Academy, a student must maintain a 2.0 GPA or “C” average with no “F’s” or “U’s” or suspensions. Extracurricular activities include, but are not limited to, sports, clubs, etc.
-Clubs must have a faculty member to sponsor and support the mission of the school. Membership of clubs and enrichment classes is limited to students and their immediate families. Membership for non-students is limited to availability and subject to administrative approval.
-Parents or guardians must give written permission for their child’s participation in any extracurricular activity.
-For Kindergarten through 5th grade, parental consent signifies the parent’s determination that the student has been cleared by a physician to be physically fit for the activity.
-For grades eighth and above, a copy of a physician’s physical and physician approval will be required for participation in any athletic related extracurricular activity at Harvest Preparatory Academy (I86-095 A.G.O.).

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Hazing by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School.

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

GUIDELINES FOR STUDENTS' COMPLAINTS AND GRIEVANCES

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator.
- The person receiving the complaint will gather information using the complaint form.
- All allegations shall be reported with the necessary particulars as determined by the Administrator and subsequently forwarded to the school Director.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether the complaint/grievance falls within this policy shall be determined by the school Director.
- Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy.
- A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or

participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

STUDENT RIGHTS AND RESPONSIBILITIES

School Jurisdiction: Students are responsible for their conduct from the time they leave home until they return home. When on a school trip, students shall be held responsible for items on their person, in their luggage, or any items found in their room. All students enrolled, without regard to age, are responsible for their conduct under all the provisions of the Student Code of Conduct.

The Administration reserves the right to take action regarding student conduct regardless of where or when said action takes place if the student's conduct disrupts or has the potential to disrupt the educational environment.

HARVEST PREPARATORY ACADEMY AND CHILD FIND INFORMATION

It is the Harvest Preparatory Academy School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21, and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to an HPA school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted, the child may be referred for additional assistance.

Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will ensure that:

1. Transition conferences for children aged 2 years, 6 months to 2 years, 9 months will be held
2. By the child's 3rd birthday an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented; and
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

If you have any concerns about a child you know, please contact the school administrator.

IMPORTANT PROGRAM NEWS FOR PARENTS

Harvest Preparatory Academy has many programs to help children excel in school. After all, that's what we do best. Below are just a few of the programs that can help our students do their very best every day here at Harvest Preparatory Academy.

EVERY STUDENT SUCCEEDS ACT

The federal **Every Student Succeeds Act** legislation makes available funds to our school to help us help our students who are in need of additional assistance in reading and math. If a student is believed to be behind grade level in either of these subject areas, staff will do a multiple-criterion assessment of the student's skill needs and may refer them to the school's Title One program. In this program, students received specific, needs-based, supplementary assistance on basic academic skills in the language arts and/or math. If a student is recommended for Title One assistance, the parent will be notified in writing and also be given the opportunity to participate in the parent involvement components of the program. This allows parents to fully participate in their child's academic progress and gives parents input that assists the school in creating the best programs and procedures for our students who are behind.

EXCEPTIONAL EDUCATION SERVICES

State and federal laws require public schools provide special education and support services to eligible students with disabilities. Special education and support services are offered at Harvest Preparatory Academy, kindergarten through twelfth grade. Like the Title One services mentioned above, Special Education services are supplemental to the regular school program.

Special Education services are important in that they:

- Help students achieve up to their potential ability level in the basic curriculum areas of communication skills (reading, writing, etc.) and computation skills (mathematics, etc.) as well as other subjects.
- Help students achieve a sense of personal success and self-worth.
- Help students establish meaningful relationships with their environment and others.
- Help students acquire concepts, skills, and attitudes, which will enable them to make successful beginnings in the home, and one or more areas of business, industry, or further education.
- Help students recognize and develop creative abilities.

In order for a student to be placed in a special education program, she/he must be referred and evaluated individually by the school psychologist or other certified professional. Students may be referred for testing as a result of teacher referrals, parent referrals, or student self-referrals. If the student is

determined to be eligible for special education, HPA will work with the student's parents to develop an individualized education program for the student. Parents have the right to accept or reject special education services

OTHER SERVICES

HPA is an English Language Acquisition immersion school and in accordance with the provisions of A.R.S. § 15-753, HPA will conduct home language surveys of all students to identify the number of students who have a primary home language other than English. Individual language and English Language Acquisition instruction meeting the requirements of ARS §§ 15-756.01 and 15-756.11 will be provided for those meeting program guidelines.

FEDERAL PROGRAMS

HPA receives federal funds and complies with the requirements of law by implementing programs, activities, and procedures for the involvement of parents in federally assisted programs.

HPA seeks parental input at all Title I activities with the understanding that their input will help HPA review and improve all student-learning activities. These committee activities are outlined above in our Instructional Plan. With respect to federal programs parents are involved in all committee activities that will:

- Provide coordination, technical assistance, and support necessary planning and implementing effective parent involvement activities to improve student academic achievement and school.
- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as Head Start, Even Start, etc.
- Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school, including the identification of barriers to greater participation by parents in academic learning; and
- Involve parents of children receiving these services in the decisions regarding how funds are allotted for parental involvement activities.

Parents are notified of our policies and procedures in an understandable and uniform format, and to the extent practicable, provided in a language the parents can understand. This policy is made available to the local community and updated periodically to meet the changing needs of parents and the school.

Additionally, this parental policy includes the following:

- An annual meeting is convened, at a convenient time, to which all parents of participating children are invited and encouraged to attend, to inform parents of their school's participation in federal programs and to explain the requirements for parental participation and the right of parents to be involved.

- Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school parental involvement policy.
- Parents are provided with timely information about federal programs.

A description and explanation of the curriculum in use at the school and forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and as a component of the school-level parental involvement policy HPA will develop with parents for all children in the federal program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

Harvest Preparatory Academy
SCHOOL-PARENT COMPACT
Improving the Academic Achievement of the Students

Shared Responsibilities for High Student Academic Achievement

In accordance with Public Law 107-110, Section 1118(d), and as part of our school-level parental involvement policy, each school is required to jointly develop with parents a School-Parent Compact. This compact outlines how parents, school staff, and students will share the responsibility for improving academic achievement and how strong partnerships will be built to support student success.

At Harvest Preparatory, we are committed to ensuring every student reaches and maintains grade-level proficiency in all subjects. To support this goal, all students are required to attend summer school until they demonstrate grade-level achievement. Our approach is positive, proactive, and focused on helping each child succeed.

We believe that student success is a shared responsibility. Parents are vital partners in this process and will work alongside the school to support their child's academic growth. Together, we will foster a culture of learning, exploration, and preparation for both college and career pathways.

Harvest Preparatory Academy's Responsibilities

It shall be Harvest Preparatory Academy's (HPA) responsibility to provide:

- Host an Open House prior to the start of the school year to welcome families and share expectations.
- Provide challenging, student centered curriculum with high academic standards for all students.
- Maintain consistent communication between teachers and parents through phone calls, Class Dojo, email, and scheduled appointments.
- Offer multiple volunteer and family engagement opportunities to build strong school-home connections. These may include Parent-Teacher Conferences, Family Literacy and Math Nights, Science Fair Project Nights, and Parent English Classes. Materials and training will be provided to support parents in promoting academic achievement.
- Annual meetings in which this school-parent compact is discussed as the compact relates to the individual child's achievement.
- Teachers will return calls within **48 hours**.
- Provide quarterly progress reports and report cards for elementary and middle school students.
- Provide semiannual report cards to high school students
- Require two mandatory in-person Parent-Teacher conferences each school year.
- Offer high-quality after-school and summer school programs to support students in reaching and exceeding grade-level standards.
- Allow parents the opportunity to observe classroom activities to better understand the instructional environment.
- Administer the i-Ready assessment to measure students' performance in Reading and Math relative to grade-level standards. Reports will be provided to parents twice per month.

Parent Responsibilities

To support their child's learning, parents are expected to follow and support the following responsibilities:

- Ensure their child maintains **98% or higher attendance** throughout the school year.
- Provide a **quiet, distraction-free workspace** at home for reading and homework completion.

- **Promptly inform the school** of any changes to contact information, including phone numbers, email addresses, or home address.
- Support homework completion, including 20 minutes of i-Ready reading and/or math.
- Ensure their child attends **after-school tutoring and summer school** as required until they achieve and maintain grade-level proficiency.
- Read, sign, and adhere to the guidelines in the Student Handbook and Student Device Agreement.
- Encourage students to complete 5 hours of i-Ready a week until grade-level proficiency is reached.
- Follow all school pick-up and drop-off procedures to ensure student safety.
- Connect to Class Dojo to maintain effective and regular communication with teachers.
    - Communicate any questions or concerns regarding their child's progress, updates to attendance, health, emotional wellbeing, etc.
- It is encouraged that parents volunteer in their child's classroom and participate, as appropriate in decisions related to their education and use of extracurricular time.
- Review and acknowledge their child's academic progress by signing report cards and responding as needed.
- Attend Parent Teacher Conferences in October/March
- Participate in Parent Nights, workshops, and other school events to stay informed.
- Understand that parents are **legally responsible** for any damage to school property, including textbooks, Chromebooks, and other devices used by their child.
- Ensure child 4th-12th completes the annual science fair project as part of the school's academic expectations.
- Meet the school's fundraising participation policy by having your child participate in at least 3 fundraising events per school year (such as: chocolate sales, raffles, and discount card sales).

Student Name: _____ Grade: _____

Principal Name:_____ Teacher Name:_____

Parent Name: _____ Date: _____

Harvest Preparatory Academy

STUDENT ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Harvest Preparatory Academy may provide Electronic Information Services (EIS) to students. Electronic information services include, but are not limited to, community networks, electronic mail, internet access, data bases, and any computer-accessible information, whether from hard drives, tapes, compact disk (CD's), thumb drives, or other electronic sources.

Terms and Conditions

I will refrain from using the EIS for any purpose, or in any manner prohibited by this user agreement or the Harvest Preparatory Academy policies and regulations.
I will not submit, publish, display or retrieve any materials forbidden by statutes, laws or community policies and regulations including that which is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal.
I will abide by all copyright regulations.
I will report any misuse of any electronic information resources immediately to the Site Director and/or the Director of Academics or Executive Director.
I will not use the network in any way that would disrupt use of the system by others.
I will not reveal the home address and phone numbers of others and myself.
I understand that electronic mail is not private and will be monitored.
I will strive to use correct spelling, punctuation and grammar when sending electronic mail or publishing documents.
I will take responsibility for any account that is given to me and will keep my password and/or user ID private.
I understand that many services and products are available through EIS for a fee; I will obtain authorization prior to accessing or using a service that requires a fee and will accept responsibility for any expenses incurred for use of such services without prior authorization.
I understand that Harvest Preparatory Academy specifically denies any responsibility for the accuracy of information accessed through the use of Harvest Preparatory Academy's EIS. While Harvest Preparatory Academy will make an effort to ensure access to proper material, the user has the ultimate responsibility for how the electronic information services are used and bears the risk of reliance on the information obtained.
I understand that Harvest Preparatory Academy does not assume liability for any information lost, damaged or unavailable due to technical and or other difficulties.
I understand that Harvest Preparatory Academy reserves the right to establish rules and regulations as may be necessary for the efficient operation of the EIS.
I understand that the use of all parts of EIS is a privilege and misuse of any part of the EIS can result in loss of that privilege and/or may require me to compensate Harvest Preparatory Academy for any loss or damages as a result of such misuse

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

HPA Chromebook Device User Agreement

Device Purpose:
Harvest Preparatory Academy ("HPA") issues Chromebook devices to students for use during their enrollment at HPA. The Chromebook device ("Chromebook") is the property of HPA. The Chromebook provides each student with access to required materials to enable them to be successful at HPA. The Chromebook allows students to access Google, Microsoft Teams, Testing Sites, and Web based tools and sites. The Chromebook is an educational tool and is not intended and may not be used for gaming, social networking, or use other than for school purposes. The policies and procedures and information provided in this Agreement apply to all Chromebooks issued by and/or used at HPA. These policies apply to all students, staff, and guests that use HPA Chromebooks and/or HPA's Network.

Receiving Student Chromebook:
For students in grades K-12, HPA will issue Chromebooks to the students in the classrooms. These Chromebooks are for use on campus only and must stay on campus in a secure charging cart when not in use. Students in grades K-12 are not permitted to take HPA Chromebooks home.
Parents/Guardians are responsible for any and all damage to the Chromebooks, even if such damage occurs when using Chromebooks at school.

Returning Student Chromebook:
All Harvest Preparatory Academy (HPA) Chromebooks and accessories, including chargers and hotspots, must be returned at the end of the school year. Devices will be collected during the final week of school. If a student withdraws from HPA before the end of the school year, all school-issued technology must be returned on or before the student's last day of attendance. Parents/Guardians will be billed the full retail replacement cost for any Chromebook or accessory not returned to HPA. Failure to pay the replacement cost may result in the account being referred to a collection agency.

Unreturned Chromebooks for which payment has not been received will be considered stolen property, and the matter may be reported to law enforcement.

No Expectation of Privacy:
HPA Chromebooks are the property of HPA and HPA reserves the right to search and review such Chromebooks. No student, parent/guardian, or employee has any expectation of privacy or confidentiality regarding any usage of a Chromebook issued by HPA, regardless of whether the usage happens for school-related purposes or not. HPA reserves the right to access, supervise, view, monitor and record student use of HPA Chromebooks at any time for any reason. Chromebook browsing history is logged by HPA. From time to time, HPA may conduct random checks of Chromebooks and inspect their contents and condition. By using an HPA Chromebook, students agree to such access, monitoring, and recording of their use. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours. All images, documents, files, and apps downloaded onto the Chromebook become the property of HPA as allowable by law. The built-in webcam will not be used to monitor students.

Conditions of Use:
HPA Chromebooks are to be used as a productivity tool for school-related business, curriculum enhancement, research, curriculum access, educational purposes, and communication with staff. Students shall act responsibly when using an HPA Chromebook. All Chromebooks, related equipment and accessories issued by HPA are HPA property. They are provided to the student to use while the

student is enrolled in the Harvest Preparatory Academy. As a condition of his/her use of HPA Chromebooks, student must comply with and agree to all the following.

- **Student Responsibilities**
  - I will use the school Chromebook for educational purposes.
  - I will abide by the acceptable use policy set forth in the HPA Student Handbook.
  - I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
  - I will assume full responsibility for reporting Chromebook problems, breakage, damage, loss, or theft immediately to my homeroom teacher.
  - I will fully charge the Chromebook each night so that will be ready for school the next day.
  - I will use only my email account provided by HPA for login and academic communication with other students and staff members.
  - I will not access or use my personal email accounts on the Chromebook.
  - I will not attempt to repair the Chromebook.
  - I will not eat or drink while using the Chromebook and will not use or keep the Chromebook near any food or drink.
  - I will not deface the Chromebook in any way with writing, stickers, etc.
  - I will not download or install any applications, programs, files, images, etc., onto the Chromebook.
  - I will not remove applications, programs, or files from the Chromebook.
  - I will not tamper with the settings on Chromebook or destroy files downloaded by HPA.
  - I will not attempt to override, bypass, or change the CIPA Internet filter settings.
  - I will not access unauthorized sites. I understand that the Chromebook will be checked frequently for unauthorized access and/or misuse.
  - I will not trade or loan the Chromebook to other students.
  - I will not remove any Identifying stickers, serial numbers, or tags from the Chromebook at any time.
  - I will not carry the Chromebook while the screen is open.
  - I will avoid exposing the Chromebook to extreme heat or cold.
  - I will not use unauthorized games, videos, and/or movies, while on the HPA network or using the HPA Chromebook.
  - I will appropriately care for the Chromebook screen.
  - I will not lean on top of the Chromebook.
  - I will not place anything on or near the Chromebook that could put pressure on the screen.
  - I will not place anything in the carrying case that will press against the cover.
  - I will not poke the screen.
  - I will not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
  - I will clean the screen with a soft, dry anti-static, or micro-fiber cloth. I will not use window cleaner or any type of liquid or water on the Chromebook. I understand that I am permitted to purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.
- **Parent/Guardian rights and responsibilities**
  - I will support and enforce this Agreement and the Chromebook policy at home.

- I accept financial responsibility for the Chromebook whether any damage is accidental or intentional damage, or the Chromebook is lost or stolen.
- I understand that all Chromebook use will be monitored.
- I understand that I have the right to contact the school at any time should questions arise.
- I will ensure that any damage or loss is reported to the school immediately.

Repairs:
All Chromebook problems must be reported to the homeroom teacher for repair. Homeroom teachers will have students fill out computer repair form located on HPA's intranet page. The Homeroom Teacher will submit Spiceworks ticket for repair after repair form has been filled out. HPA will repair or replace damaged equipment resulting from normal use at no charge. If repair is needed due to negligence, accidental, or intentional damage, the school may not provide a loaner Chromebook until repair cost or full replacement cost has been paid by Parent/Guardians to HPA. Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair.

Lost, Stolen or Intentionally Damaged Device and Accessories:
A Chromebook and/or any of its accessories that are lost (whereabouts unknown), stolen, or intentionally damaged are the responsibility of the student and parent involved in the loss, stolen, or damaged property. The replacement costs are listed below. The user may not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Part Repair/Replacement Estimated Pricing
  - $50.00 Keyboard
  - $5.00 removal of graffiti or stickers
  - $25.00 AC Adapter/charger
  - $65.00 LCD Panel
  - $25.00 LCD Bezel/Back Cover
  - $350.00 (Non-LTE) Chromebook Replacement
  - $400.00 (LTE) Chromebook Replacement

Optional Device Insurance Plan:
HPA, as a self-insurer of all district-owned Chromebook devices, performs all device repairs in-house. Repairs typically fall under two categories: accidental damage and abuse. Typical accidental damage to devices includes cracked screens, broken keyboards, etc. The cost for these repairs can range from approximately $5 to $400 per incident.
HPA provides families the option of insuring the Chromebook device against accidental damage to the device for $25 (per device/student). This insurance premium protects the student's HPA-issued device against instances of accidental damage. In a case where the device is lost, stolen, or the damage is intentional, a replacement device will not be covered by the insurance policy. Negligence will be determined by a group of HPA-designated teachers and building administrators. Chromebooks that are deemed to have been damaged by gross negligence will not be repaired under the insurance program. Replacement devices may not be of the same model/style as the original device. A new insurance premium will be required for continued coverage if a replacement device is issued. Chromebook insurance is not refundable for any reason, including mid-term graduation or withdrawal from school.
Note: Chromebook accessories, lost chargers, etc. are not covered by insurance.

Insurance is optional, but highly recommended! The student's legal parent/guardian is responsible for all repair or replacement costs of any uninsured Chromebook device and will be billed accordingly for

damages.

Harvest Preparatory Academy DOES NOT cover the replacement of lost, stolen or intentionally damaged Chromebooks.

_____ I am planning to pay the $25.00 Personal Device Insurance Fee.

_____ I decline the $25.00 Personal Device Insurance and assume full financial responsibility for loss, theft, or damage.

********** **Please include Check or Money order if electing for insurance.** **********

Student/Parent Chromebook Acceptance Agreement:

After reading the Harvest Preparatory Academy Chromebook Use Policy, please complete this form to indicate that you understand and agree with the terms and conditions as stated. The signatures of both the student and parent/guardian are required before a student is issued a Chromebook.

I have read, understand, and agree to the terms of this Agreement and Acceptable Use Policy in the HPA Student Handbook.

Student Signature: _____ Date _____

As the parent/legal guardian of the student listed, I grant permission for my child to be issued a Chromebook and to access networked computer services, such as network file storage and the Internet.

I have read, understand, and agree to the terms of this Agreement and Acceptable Use Policy in the HPA Student Handbook.

Parent Signature: _____ Date _____

Parent Printed Name: _____

Parent Email Address: _____

STUDENT and DEVICE INFO

Student Name: _____Student ID: _____

Grade: _____ Device Serial Number: _____ Device Asset ID: _____

Device Make: _____ Model Number: _____

Accessories: _____

Notes: _____