

(Parent-Student Handbook Cover Insert Here)

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**HARVEST PREPARATORY ACADEMY
BOARD OF DIRECTORS**

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

Name: Mario Ybarra Jr.
Title: Member
Yuma, Arizona 85365
Email: Mj@harvestprep.com

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

Name: Amalia Pharms
Title: Secretary/Member
Title: Secretary/Member
Yuma, Arizona 85365
Email: apharms@yahoo.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. Nancy Holt, Finance Director	1009
Ms. Nicole Gore, Human Resource Coordinator	1008
Mrs. Eva Cortes, District Office Manager	2001
Mr. Shonti Land, District Curriculum Director	2016

Yuma Campus

K-5 th Site Director	2007
6 th -12 th Site Director	2019
Athletics	1019
Attendance Office	2010
Child Nutrition	2026
College/ Career Office	2024
Counseling	2030
Student Services	2009/2020
Federal Programs Office	2005
Elementary Reception	2001
K-5 th Office	2001
9 th -12 th Office	2021
K-5 th 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
Student Records	2004

San Luis Campus

K-8 th Site Director	3005
Office Manager	3001
Attendance Office	3003
Child Nutrition	3000
Counseling	2030
Student Services	3008
Federal Programs Office	2005
School Reception	3000
K-8 th Instructional Coaches	3000
Health Office	3003
Library and Media Center	3000
Registrar	3002
Special Programs	3001
Student Records	3002

INTRODUCTION

The purpose of the *Harvest Preparatory Academy Parent/Student Handbook* is to provide information about the school. 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 of 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, 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 handicap 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 Education of all Handicapped Children Act, Public Law No. 94-142, the Americans with Disabilities Act of 1990, Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

ADMISSION REQUIREMENTS

The person enrolling a student (except homeless students in HPA for the first time will be asked to submit the following documents:

- A certified copy of the child's birth certificate, or other reliable proof of the student's identity and age, including a passport, the student's baptismal certificate, original school registration records, *and* an affidavit explaining the inability to provide a copy of the birth certificate.
- Updated Immunization Records (not required for enrollment but required for attendance)
- Arizona Department of Education (ADE) Affidavit of Residency accompanied with other required documentation
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.
- Last report card from previous school

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.

The admission process is as follows:

- Application
- Screening and proficiency testing (if necessary)
- Placement
- Registration

New Students and Transferees

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. Pre-registration proficiency testing may be administered at a pre-arranged time. A committee made up of the school principal, future teacher, present teacher, SPED coordinator and Curriculum Coordinator will decide on the student's placement.

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.

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.

Kindergarten and First Grade

- A child must reach the age of five (5) prior to September 1st to be eligible for kindergarten unless child attends preschool. Kindergarten deadline would extend until October 31st.
- A child must reach the age of six (6) prior to September 1st to be eligible for first grade.

Exceptions will be made at the principal's discretion and will be based on observation, testing, and availability after placement of age-qualified students.

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

Program Description

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.

Proof of Immunizations

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 three 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 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 suitable source.

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 front office. Permission from parents will normally be required.

ARRIVING AND LEAVING SCHOOL

Closed Campus

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 1:30pm** of that school day. **On early release days, the office must be notified by 12:00pm.** 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 the front office through the Security Raptor System. 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 time of student pick up, if not familiar with the staff and verified with the emergency contact information provide 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) in room 104 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 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.

WITHDRAWAL FROM SCHOOL

To withdraw from school, students must have parent/guardian approval. Withdrawal survey must be completed in the front office and give registrar 24 hours to prepare documentation.

Parents can obtain an “Official Notice of Pupil Withdrawal” form in the front office.

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 one week of ineligibility, ineligible students shall be checked weekly for academic progress and shall become eligible the following Monday upon passing all classes.

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 pullout 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.

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. The following are resources that can support parent and help students complete their assignments.

Common Core Sites:

www.khanacademy.com

www.adlit.org

Not all children 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
Kindergarten – 2 nd grade	15 min.	45 min.
3 rd grade – 5 th grade	45 min	90 min
6 th grade – 8 th grade	60min	90 min
High School	70min	90 min

Make-up Work Procedures

One day to make up work will be given for each day of excused 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 home work 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%. 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

In order to earn a diploma through Harvest Preparatory Academy, regular 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 exercises. Graduation requirements for regular education students are outlined below.

A minimum of twenty-five-point (25) units of credit are required for high school graduation

**Graduation requirements may be met through courses in the required or elective subjects at a community college or university. If the course is for required credit, the course must be at a higher level than the course taught in the school attended by the student. If the course is for elective credit, the level of the course must be equal or higher than the level of a high school course.*

CREDIT RESTRICTIONS

Any course completed at less than a D average will receive no credit. Each child's transcript 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 be in good academic standing all year long. Students that do not remain in good academic standing will be enrolled in EDU 20/20 to complete missing courses or make-up courses. The student will be placed on an Academic Improvement Plan and will be reviewed each quarter.

Seniors can be eligible for Early Release if they have all required credits and have a 2.5 or higher GPA. If 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 since schedules cannot be changed after that. Early release eligibility may be revoked if student misses more than 10 days of school.

COMPETENCY TEST REQUIREMENTS

In accordance to A.R.S. § 15-701.01 each student shall demonstrate accomplishment of the 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 on the Arizona State Board of Education required competency test in reading, writing, and mathematics assessment 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 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 60% or higher in order to graduate from high school or obtain a high equivalency.

All HPA High School Students will be required 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 passed a statewide assessment test on state adopted standards that are substantially equivalent to the Arizona State Board Adopted Academic Standards**

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 augmentation 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.

ADMISSION TO COMMUNITY COLLEGES

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

High School Student Services Office

Students are invited to seek the services of the student services staff concerning school and personal matters. In order to schedule a visit with a student service provider, students are encouraged to come to the High School Office

before school, at lunch and after school to schedule appointments. Student services staff is available to provide educational, vocational and personal/academic guidance services to students.

Parents are encouraged to contact the High School Office when questions or concerns arise.

REPORT CARDS/PROGRESS REPORTS

Report cards will be mailed home at the end of each semester and progress report each quarter, so that parents and students may monitor grades, school attendance, and eligibility for extra-curricular activities.

Clubs, Sports and Activities

Eligibility – To participate in any extracurricular activity or to represent Harvest Preparatory Academy, a student must maintain a “C” average with no D’s or “F’s” or suspensions. Extracurricular activities include, but are not limited to, sports, clubs, student council, etc.

Clubs must have a faculty member 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.

For grades 6th-12th, 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.).

ENGLISH LANGUAGE EDUCATION

Harvest Preparatory Academy requires English to be spoken by all students and staff during the school day. 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.

GRADING

Report Cards 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

All the end of year balances must be paid in full prior to the end of the school year. Payments must be made in the form of a money order, check or cash only.

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.

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.

Honor Roll

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

A 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 & 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.

ARS § 15-701 Move on When Reading

Beginning in the school year 2013-2014, Arizona implemented an innovative new policy that will create multiple opportunities for 3rd grade students to master reading at the grade level. Students whose score Falls Far Below on the AZMerit reading test may be retained in the 3rd grade to meet the rigorous reading standards set forth in the Arizona English Language Arts Standards. ARS § 15-701 exempts students who have disabilities and did not take the AIMS test; those who are English Language Learners or Limited English Proficient and have received less than two years of English instruction; and cases in which a district or charter governing board approves a parent's request. The law will provide for extended time, intervention and remedial strategies for students who are not promoted. Those include providing summer school reading instruction; requiring the student to be assigned to a different

teacher for reading instruction; online reading instruction; and intensive reading instruction during the following academic year before, during or after the regular school day.

ATTENDANCE

REGULATIONS AND PROCEDURES

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 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.

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.

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 five (5) or more days, 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.

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 to ensure family vacations may be planned during 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.

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)**

Excused Absences

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes on the day the student returns. A note will not be accepted more than one (1) day after the absence. The school will require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment or of a medical or dental nature. **Please be advised that calling into the attendance office does not guarantee an excused absence.** An excused absence is issued based on the reason or justification of the absence.

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 parent's 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. Any absences exceeding 10% of the instructional days are unexcused. Tardies and early departures are included. If a student exceeds the limit, a meeting will be arranged with the parent 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 for excused absences, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2).**

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 15 unexcused tardy**. The student will receive attendance probation during which attendance is mandatory. If excessive absences continue, the office manager 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. In the manner of this event HPA ask that you please notify the school and make arrangements for any absences that may incur during this time. **Please note that HPA will recognize 3 days as excused absences for bereavement.** If further information is needed on this matter, please contact the attendance office.

Procedures to Report Absences

Parents are asked to 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. 2010
 San Luis Campus (928) 627-5008 or (928) 782-2052 ext. 3003

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, student MUST NOT be tardy, 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.

High school students with more than 10 absences will be assigned to Saturday School. Failure to attend Saturday School may jeopardize your eligibility to pass that grade level.

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
Kinder	356
1,2, and 3	712
4,5 and 6	890
7 and 8	1,000
9, 10, 11 and 12	720

Tardiness

Students are considered tardy one minute after 8:30am for K-8th and 8:15am High School 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).

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.

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.

A truancy officer will be sent to the home at a \$25.00 expense to the parent(s) / guardian(s) of a student with 5 unexcused absences.

Acceptable 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 than those approved in Board Policy
- Student Employment
- Court dates when the student is the defendant, unless acquitted
- Transportation problems (except when the bus is late)
- Leaving school without proper permission (considered an unexcused absence or truancy.)

SATURDAY SCHOOL

Saturday School may be used as an alternative process to address situations needing disciplinary actions and/or High School credit recovery. Saturday School attendance is assigned by School Administrators for any infraction of the Student Discipline Code. Saturday School may be used as an alternative to prevent school suspension but does not prevent HPA from deciding to suspend when appropriate.

*Misbehavior: Student asked to leave because of misconduct during Saturday School will be suspended.

Saturday School will be scheduled as needed during the school year – at least two days' notice will be given upon scheduling. The time for Saturday school runs from 8a-12p. Students may be required to attend for all or any portion of this time. More than one day may be assigned depending on the severity of the student's offense. Rules and expectations of the students attending Saturday School will be listed on the Saturday School notice form.

Transportation to and from Saturday School is the responsibility of the parent. Unexcused absences from Saturday School will result in suspension.

Valid reasons for absence from Saturday School are listed below:

- Death in family
- Illness verified by a doctor's excuse
- Emergencies or serious illness in the family--at the discretion of the School Administrator

Any unexcused absence (no-show) or the refusal to serve as assigned will result in the student being suspended from school for 3 days. Saturday School will be rescheduled following suspension. Continued refusal to serve will result in recommendation to the Board for expulsion. This policy does not attempt to do away with suspensions as a viable alternative for discipline when appropriate.

Summer School/After School/Saturday 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, Saturday school, 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.

Skirts, shorts and pants must be worn on the hips with plain black or brown belts. No knit, fleece, denim, stretch, flannel, pouched polyester, nylon, corduroy or cargo style. Designs and embroidery on bottoms are not acceptable. Capri style pants are 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 be white or a similar color of 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 KG-5th Grade

The HPA uniform consists of maroon or navy-blue polo shirts (short and long sleeve) with the HPA logo and either khaki, navy blue or black shorts, pants or skirts

6th -8th Grade

The HPA uniform consists of hunter green and gray polo shirts (short and long sleeve) with the HPA logo and either khaki, navy blue or black shorts, pants or skirts

9th-12th Grade

The HPA uniform for High School (grades 9th – 12th) shirts are black or white polo shirts with HPA logo and/or either khaki, navy blue, or black shorts, pants or skirts (girls only).

Jeans Dress Code

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

Jeans 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. Jeans, shorts and skirt (for Girls Only) must be in uniform style and must follow dress code policy. Ripped or 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 are not contributing 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 Shoes

In order for students to participate in Physical Education or other school related athletic activities, students must wear the designated HPA PE Uniform and/or gear. 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 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; should uphold private school standard. Shoes must stay on their feet and secured with a tie or Velcro.

Hats

Students must have written permission from the School Administrator to wear a hat.

BOYS

Male students may have collar-length hair and their hair must not cover the eyes. No distracting or disruptive hair designs, and no extravagant colors are permitted (natural highlights or coloring are permissible.) Spiked hair longer than 2" must be confined to the top of the head.

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.

Male 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 ¼ inch from the end of the finger and shall not be painted.

If 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.

Simple ring, single strand necklace, single strand wrist bracelet and basic wristwatch is permitted.

GIRLS

Hair may not be distracting. For example, it may not be spiked above 1", no distracting or disruptive hair designs, and no unnatural colors (natural highlights or coloring are permissible.)

7th-8th grade girls will be permitted to wear only light, natural makeup. NO glitter roll-on or eye-shadow.

9th – 12th grade girls - eyeliner cannot be gang related, worn thick or inappropriately. **Conservative** make up is allowed. Fingernails shall not exceed ½ inch from the end of the finger. Nail polish must not be brought to school.

Earrings (small and simple) are allowed, but facial/body piercings, along with tattoos are not allowed.

Simple ring, single strand necklace, single strand wrist bracelet and basic wristwatch is permitted.

Outerwear

Hoods are allowed but must be tucked in during classes or while in the building.

Students can wear the HPA jackets, sweatshirts, cardigans, sweaters or a non HPA solid colored sweatshirt.

Sweatshirts or cardigan sweaters may be worn over grade level appropriate colored polo shirt.

Collar must be visible at neckline.

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. They must not display writings, symbols, or characters. Brand logos are permissible. Administration prefers clear bags but they are not required. Backpacks are optional but not preferred. ***Gang writing and/or tags are in violation of code of conduct.***

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:

1 Violation - reconcile violation

2 Violations –Parent contact or In School Suspension

3 Violations –Parent Contact or In School Suspension

4 Violations – Demerit issued & Student will be placed in ISS after parent contact.

5- Violations – Referral issued**

**All violations that cannot be rectified on sight will require Parents to bring appropriate attire or student will be immediately placed in ISS.

One day of after school detention is required for every 3 dress code violations issued**

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

Repeat violation may be treated more seriously

DRESS CODE CITATIONS ARE TO BE SIGNED BY A PARENT OR GUARDIAN AND RETURNED

Child Nutrition Services

HPA is approved for Provision 2/3 and will provide breakfast and lunch free of charge to all students after an NSLP Meal Application is completed. Provision 2/3 requires all participating students in the program to complete the NSLP Applications to ensure continued program funding.

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, as well as NSLP Meal Applications is available online and in the school all year-round in the Elementary and High School Reception and the Child Nutrition Services.

If you would like to apply for your student to receive a free meal, please pick up an NSLP Meal Application at Open House in August or in your student's 'First Day Packet'. Applications must be returned on the first day of student attendance to ensure participation in the Free Meals

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 "Flamin' Hot" powder (Hot Cheetos, Hot Fritos, 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)
- **ONLY** high school requires clear water bottles and only water is allowed on campus
- *K-8 students are allowed* a water bottle of any color but **ONLY** water is allowed on campus

Lunch Account System

HPA uses Power Lunch system to track each child's individual account. This system offers complete privacy and does not in any way store a copy of the student's information. A student's unique ID number is generated so to allow each student a profile. This indefinable profile is what is stored in the program and is what will be called upon to identify a student. This unique template system cannot be accessed for the replication by other security systems.

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 the line with their classmates to obtain the meal.
4. Students must not cut the line ahead of other students.
5. Students are prohibited from play 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 meal 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 nutrition standards.

SCHOOL WELLNESS POLICY

HPA is highly dedicated to the optimal development of every student. HPA believes every student shall be provided with the opportunity and experience to accomplished personal, academic, social and accomplishment, 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 “Flamin’ Hot” coating, are NOT allowed**). Foods brought from home that are not allowed on campus will be immediately confiscated.

Meals will no longer be allowed to be delivered to a child at lunch 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 in 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) 690-7442; Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

TRANSPORTATION (Bus, Van or Car)

HPA is not provided transportation funds like other 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 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 complying 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.
- Refrain from eating or drinking on the bus
- Students must keep 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 an 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 VEHICLES

Cars – School entrances and exits are marked for entering and exiting on the north campus parking lot. Drivers are not to exceed 15 miles per hour near the campus and 5 miles per hour in the parking lot.

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.

Permits – A school issued parking permit is required to park on campus during the school day for all students. A permit must be approved by an administrator at a cost of \$10 per semester. Permits may be denied by administration at the time of application. Proof of insurance and vehicle registration must be provided at the time of application. Failure to adhere to campus driving and parking regulations could result in the revocation of parking privileges.

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. 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 designees for 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** bring an 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/s 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 straggling 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 the location where their students can be safely picked up.

STUDENT CODE OF CONDUCT

General Rules:

HPA students will:

- 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 not use 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 of property and others by not throwing objects of any type.
- HPA students will help respect school property by not writing on school walls and doors or otherwise destroy property in anyway.
- 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.
- 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

The 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 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.
- 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 are 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

Referral Matrix

1st Referral- HPA will give parents the option for a parent sit in, Out of school Suspension, or Corporal Punishment (discipline will be progressive from here).

2rd Referral—HPA will give parents the option for a parent sit in, Out of school Suspension, or Corporal Punishment (minus the sanction from previous infraction(s)).

3rd Referral- HPA will give parents the option for a parent sit in, Out of school Suspension, or Corporal Punishment (minus the sanction from previous infraction(s)., plus Behavioral Modification Plan implemented. A meeting with parents, Director, and Teacher will be required.

4th Referral- Will be OSS (3-5 days) plus Alternate Expulsion Program. A meeting with parents, Director, Student Services Teacher and Executive Director will be required. Recommendation for school expulsion (upon board approval)

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.

Color System

Yellow	Warning
Orange	Lunch Detention/Parent Contact
Red	Demerit Report/Afterschool Detention

Level I

Teacher Managed

Warning/Lunch Detention/Parent Contact/Demerit

Level II

Site Director

After School Detention: Referral:
OSS/Corporal Punishment/Parent Sit-
In/behavior contract

Level III+

Site Director

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.

A. 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 principal's office in order to maintain effective discipline in the classroom. If a Student is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school governing board. A teacher may remove a pupil from the classroom if either of the following conditions exists:

1. The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with the other students 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 seriously 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 school work 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.

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.
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. 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.

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.
- Has a record of excessive absenteeism
- Is believed to have or actually committed a crime.
- Engagement in conduct volatile towards the governing body's rules and regulations for the maintenance of public order on school property.

Criminal Damage and Graffiti

If you damage property, you will be held accountable. If you recklessly damage property, it is called criminal damage. Criminal damage as defined by Arizona State Law (A.R.S. § 13-1602 A&B) may be a misdemeanor or a felony depending on the amount of damage. In many cases you and your parents are responsible for paying for damage caused.

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.

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.

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.
- Cheating
- Plagiarism
- 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
- Is believed to have or actually has committed a crime.

Detention: Detention is a disciplinary "time out."

After School Detention

After-School Detention is scheduled on Mondays, Tuesdays, and Thursdays from 3:30pm – 5:15pm. On Wednesdays, detention starts at 1:45pm, and it counts as two sessions served.

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 is served during the student's lunch and recess time. Students will be separated from the other students and, at recess, will either remain in the cafeteria or will not be allowed to participate in recess activities

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 school work 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 for Expulsion

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 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 circumstance.

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 Guidance 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 Chief School Official

The Chief School Official 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 Chief School Officer 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 Chief School Official.

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, after parental notification and subject to the student's due process rights. Local law enforcement may be notified when required.

Examples of Severe Infractions/Disruption:

- 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.
- Fighting; Including horseplay and /or roughhousing that could result in injury.
- 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 possessing 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 property of another person or of 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.
- Cheating; Forgery /plagiarism.
- Truancy; leaving campus without authorization.
- Property damage.
- Extortion; obtaining something by illegal threats.
- Gang activity or Association.
- Harassment and/or Sexual Harassment

- Arson
- Fireworks; Possessions of explosive devices are prohibited.
- Misuse of computers; use of computer for other than intended academic use.
- Violations of Statutes; Any act that is a violation of any local, state, or federal statute and is under school jurisdiction.

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
- Injury prone or unhealthy behavior; Behavior such as but not to, pushing, shoving, climbing on buildings, riding skateboards, spitting, is prohibited

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 marring 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 damages caused to school property including textbooks, computers or resources taken home by students for the completion of school projects or lessons. Parents are required to provide cover slips for all books used by their students. Signing the verification of acknowledgement located in the front of this Handbook signifies the parent's agreement to this policy and to pay for damages to school property, including textbooks, computer, and resources, caused by their student.

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 parent. Personal items include but are not limited to: cell phones, MP3 players, iPods, iPads, handheld gaming systems, and digital cameras. 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, 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

Students may possess cell phones on school property and at school-sponsored activities. Students may NOT turn on or use their cell phones 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 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 will be confiscated and be released only to a parent/legal guardian with proper identification from the student services office and a written notification of said violations

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.

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 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. 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 assure 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 parent 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/Mechanical or Electronic Devices

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. The Academy believes this program is not only beneficial to the physical health of a student, but also to the 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 after lunch to be outside and active with one another, as well as burn calories from their recently-consumed meals.

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

The Academy 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 the 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.

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.

Additional 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 change 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.*)

PARENT INVOLVEMENT

School Leadership Team Membership Requirements:

- Minimum of five (5) volunteer hours at the school per year.
- Must have at least one child currently enrolled at HPA.
- Harvest Preparatory Academy School Leadership Team

The School Leadership Team (SLT) is the leadership body of the Harvest Preparatory Academy Parent Organization. The SLT is meant to be an advisory source for administration and a place where school enhancement ideas and concerns can be discussed. Parents are welcome to attend the monthly HPA SLT meetings.

Volunteers

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

Visitors

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 sign in and show 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 full effect of the laws that govern trespassing.

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 administration. 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 Administrator.

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.

**Harvest Preparatory Academy
PARENT INVOLVEMENT POLICY
Improving the Academic Achievement of the Students**

Parental 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 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.

INVOLVEMENT OF PARENTS

All parents of students at HPA are encouraged to participate in the Parent Involvement Committee to assist with an agenda focusing on:

- Promoting high academic standards;
- Support of the charter, increasing and facilitating communication between home and school;
- Providing a forum for discussion of school related issues;
- Maintaining a network for parental participation;
- Promoting additional funding sources for student activities.
- Parents are encouraged to observe their students' classes, join them for lunch, and participate in classroom activities to help further their child's education.

For reasons of safety, parents are required to report to the office and sign in as either a visitor or a volunteer when on campus. While on campus or attending an online meeting/invitation parents are asked to demonstrate respect for school policy, staff and rules as outlined in the Parent Compact and Student/Parent Handbook.

It is highly recommended that the parents of students enrolled at HPA serve as volunteers at the school throughout the year for a minimum of five hours per year . Areas where volunteers lend a hand include:

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

DEVELOPMENT OF THE LEA INSTRUCTIONAL PLAN

Parents are encouraged to serve HPA, where possible, as members of Title I 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 parent 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

Students must have signed permission slips to participate in special activities. The permission 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 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's allotted time. The occasions for which classes may hold parties are:

- Harvest Celebration
- Valentine's Day
- Christmas
- 100th Day
- End of the School Year
- Birthdays (Kinder thru 5th grade)

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 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 Policy

Fundraising activities, if carefully and discreetly controlled, can be worthwhile to students and help them acquire experience in the free enterprise system. Fundraising activities are acceptable, subject to the following conditions.

1. All fundraising activities must have prior approval of the school.
2. Students are not to be released from school classes for fundraising purposes.
3. All state and school bookkeeping policies and procedures must be followed.
4. All fundraising activities must be approved by the school's administration.
5. All funds must be turned in to the office at the end of each day. Money must not be left in classrooms overnight. (The office staff is required to count money or make deposits for class fundraisers or events.)

Field Trips

HPA has a preset plan for fieldtrips that is set per cohort. Fieldtrips are aligned with Arizona State or Common Core Career and Readiness Standards. Please see your students' field trip advisor for details about their cohort field trips.

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 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 (186-095 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 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.

Special 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 twelve 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, skill, 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, Reading First, 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

Public Law 107-110, Section 1118 (d), as a component of the school-level parental involvement policy each school shall jointly develop with parents for all children served under this part 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. Harvest Preparatory is assisting families by requiring all students to attend after and summer school until they achieve and/or maintain grade level in all subjects.

Harvest Preparatory Academy's Responsibilities

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

- High quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet their highest level of achievement.
- Communication between teachers and parents will be ongoing and at a minimum
- Parent-teacher conferences
- Annual meeting in which this school-parent compact is discussed as the compact relates to the individual child's achievement
- Return calls within 48 hours
- Quarterly (four a year) progress reports and report cards to parents of elementary and middle school children's progress. Semiannual (two a year) to parents of high school children's progress.
- Make available after and summer school to help students achieve at their grade level.
- Observation of classroom activities.

Parent Responsibilities

In Classroom and Distance Learning parents will be responsible for their child's learning by following, supporting and providing:

- 98 % or higher attendance
- Set up quiet work space
- Communicate to school any changes to phone, email or address
- Homework completion
- Minimal distractions such as television watching, play time, etc.
- Ensure students attend after and summer school until they achieve/maintain grade level.
- Received, read and follow guidelines in the Reopening Framework, Distance Learning Plan and Student Device Handbook.

Parent Responsibilities Continued

In Classroom Parents will:

- Ensure that their student has ample time to complete homework in an environment that is quiet and encourages learning.
- It is recommended for the parent to volunteer in their child's classroom and participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
- Communicate with teachers their concerns about their child's achievement, attendance, health, emotional and any other concern they have which might reduce their child's capacity to be a successful achiever.
- Acknowledge the frequent reports of their child's academic progress by signed report cards and respond as appropriate.

Distance Learning Parents will:

- Make sure student has a reliable and updated device
 - Student personal devices should have updated and valid malware and anti-virus software.
 - Assist students with navigating with logging onto online application as needed
 - Stay connected to their teachers
 - Stay organized with student assignments
 - Monitor your child's progress of online programs
- Stick to daily schedule and routines
- Make sure the school and teacher have your current contact information (phone and email)
- Contact your child's teacher if your student is confused or struggling with a lesson
- Low-cost devices may be available for students who do not have technology available at home on a first come-first served basis, as resources permit.

Student Name: _____ **Grade:** _____

Principal Name: _____ **Teacher Name:** _____

Parent Name: _____ **Date:** _____



STUDENT PERMISSION SLIP

HARVEST PREPARATORY ACADEMY

Walking Permission Slip

HPA will be taking walking field trips throughout the school year. These field trips also include physical education classes and sport activities held at the local park. In order for your child to participate, we will need the following permission slip signed and returned to the school office.

No verbal permission will be accepted and all children must be in school uniform.

My child, _____, has permission to participate in the walking field trips throughout the school year. Students that participate in our Physical Education Program will also be escorted to the park various times throughout the school to year as part of our PE curriculum.

Please list three (3) emergency contacts and phone numbers.

Contact #1: _____ Phone #: _____

Contact #2: _____ Phone #: _____

Contact #3: _____ Phone #: _____

My child takes medication at school: Yes No

If yes, please indicate the medication that is to be given:

Time medication is to be given: _____ am / pm Dose: _____

Parent / Guardian Signature _____ 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 of 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 Chief School Official.

I will not use the network in any way that would disrupt use of the system by others.

I will not reveal 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: _____