



**HARVEST**  
**PREPARATORY ACADEMY**

**MIDDLE / HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2024-2025**

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

<b>Administration</b>	Extension
Mrs. Deborah Ybarra, Executive Director	1001
Mrs. Belinda Boblett, Director of Academic Achievement	2036
Mrs. Nancy Holt, Finance Director	1009
Mrs. Sheryl Taylor, Human Resource Director	1008
Mrs. Brenda Quevedo, District Office Manager	2001
<b>Yuma Campus</b>	
K-5 <sup>th</sup> Site Director	2007
6 <sup>th</sup> -12 <sup>th</sup> Site Director	2019
Athletics	1019
Child Nutrition	2026
College/ Career Office	2024
Counseling	2030
Student Services	2009/2020
Federal Programs Office	2005
Elementary Reception	2000
K-5 <sup>th</sup> Office	2000
9 <sup>th</sup> -12 <sup>th</sup> Office	2021
K-5 <sup>th</sup> Instructional Coaches	2000
Health Office	2003
Middle School and High School Instructional Coaches	2021/2023High
School Reception	2021
Library and Media Center	2201
Registrar	2002
Special Programs	2001
Exceptional Services	2029
Student Records	2004
<b>San Luis Campus</b>	
K-8 <sup>th</sup> Site Director	3005
Office Manager	3008
Child Nutrition	3000
Counseling	2030
Student Services	3008
Federal Programs Office	2005
School Reception	3000
K-8 <sup>th</sup> Instructional Coaches	3000
Health Office	3003
Library and Media Center	3000
Registrar	3002
Special Programs	3001
Exceptional Services	2029
Student Records	3002

**INTRODUCTION**

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



**July 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	8	9	10	11	12	
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

**August 2024**

Su	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

**September 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

**October 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

**November 2024**

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4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	30	

**December 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

**January 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

**February 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

**March 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28	29	
31						

**April 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

**May 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

**June 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

**Harvest Preparatory Academy  
2024-2025 LEA Calendar**

**1st Semester**

- July 4 Independence Day
- July 18-19 New Teacher PD
- Jul. 22-Jul. 30 Teacher PD
- Jul. 31 First Day
- Aug 30 Labor Day Break
- Sept. 2 Labor Day
- Oct. 3 40th day
- Oct. 4 Q1 Ends
- Oct. 14 Columbus Day
- Oct. 23-24 Parent/Teacher Conf.
- Nov. 11 Veteran's Day
- Nov. 25-29 Thanksgiving Break
- Dec. 13 Q2 Ends/half day
- Dec. 16-Jan 3 Winter Break

**2nd Semester**

- Jan. 20 MLK Day
- Jan. 28 100th Day
- Feb. 17 Presidents Day
- Mar. 28 Q3 Ends
- Mar. 19-20 Parent/Teacher Conf.
- Apr. 1-Apr. 4 Spring Break
- Apr. 18 Good Friday
- May 9 Q4 Ends
- May 22 Last Day/half day
- May 26 Memorial Day
- Jun 19 Juncteenth Day

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

Updated: 7/23/2024

**ADMISSION PROCESS**

Required for enrollment:

### **NEW STUDENTS**

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

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.

### **ADMISSION OF SIBLINGS**

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

### **ADMISSION OF HOMELESS STUDENTS**

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

### **TRANSFEREES**

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

## **CLOSED CAMPUS**

### **PERMISSION TO LEAVE CAMPUS**

Harvest Preparatory Academy is a closed campus school. Any student leaving campus during the school day must check out through the attendance office. Permission from parents will normally be required.

### **ARRIVING AND LEAVING SCHOOL**

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

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

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

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

## **ATTENDANCE**

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

### **Attendance**

Successful completion of coursework at Harvest Preparatory Academy is the student’s ability to meet academy standards and exhibit consistent attendance. Each teacher will implement daily attendance/participation points. These points will impact a student’s overall class grade.

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.

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- Counseling
- \$60 monthly probation and treatment plan

### **EXCUSED ABSENCES**

Per ARS §15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions. In order for absences relating the afore mentioned reasons, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student, per ARS §15-807(B).

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. Notes will not be accepted more than one (1) day after the student returns to school. The school will no longer require an appointment card or a letter from a hospital or clinic if the parent/guardian has notified the school of an appointment of a medical or dental nature. **Please be advised that calling into the attendance office guarantees an excused 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 parents' responsibility to ask the teacher for make-up work. **Students are habitually truant when their absences exceed ten percent of the instructional days scheduled for the school year. If a student exceeds the limit, a meeting will be arranged with the parents and school administrator. Please note that all students from our San Luis and Yuma Campus will be referred to the Yuma County Juvenile Justice Center for truancy based on excessive absences in accordance with ARS 15-802. Students absent for ten (10) consecutive school days, except excused absences, shall be withdrawn from the school, pursuant to A.R.S.15-901 (A)(2).**

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

### **UNEXCUSED ABSENCES**

A mandatory parent meeting will be held with the school administrator and office manager for a student with **5 days of unexcused absences or tardies.**

### **BEREAVEMENT ABSENCES**

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

### **PROCEDURES TO REPORT AN ABSENCE**

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

- First and last name
- Grade level
- Teacher's Name
- Specific reason for absence



valid note is provided (i.e.

Students are considered tardy one minute after 8:15am for 6<sup>th</sup>-12<sup>th</sup> the scheduled start time. Students arriving after the scheduled time will be escorted to the cafeteria by security until the end of that period. (tardy sweep) Students will be receiving an unexcused absence for that period unless a Dr note is brought in. Students must make up that seat time after school the same day with no transportation available.

### Truancy

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

### Acceptable 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).

### ACADEMIC MAKEUP SCHOOL

Academic Makeup School may be used as an alternative process to address situations needing disciplinary actions and/or High School credit recovery or to make up seat time. Academic Makeup School attendance is assigned by School Administrators for any infraction of the Student Discipline Code. Academic Makeup 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 Academic Makeup School will be suspended.

Academic Makeup School will be scheduled as needed during the school year – at least two days' notice will be given upon scheduling. The time for Academic Makeup School runs from 3:30pm-5:30pm on Monday, Tuesday, and Thursday, and 1:30pm-5:30pm on Wednesday. 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 Academic Makeup school will be listed on the Academic Makeup School notice form.

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

Valid reasons for absence from Academic Makeup School are listed below:

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 parents and help students complete their assignments.

**Common Core Sites:**

[www.khanacademy.com](http://www.khanacademy.com)

[www.engageny.org](http://www.engageny.org)

[www.readonarizona.org](http://www.readonarizona.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.

	<b>Minimum</b>	<b>Maximum</b>
6 <sup>th</sup> grade – 8 <sup>th</sup> 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

### **EARLY RELEASE**

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

### **COMPETENCY TEST REQUIREMENTS**

In accordance with A.R.S. § 15-701.01 each student shall demonstrate accomplishment of 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 70% or higher to graduate from high school or obtain a high equivalency.

All HPA High School Students will have the option to take the Scholastic Assessment Test (SAT) by the end of their Senior Year.

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

### **ADMISSION TO COMMUNITY COLLEGES**

Anyone 17 years or older (under the age of 17 must receive permission from the college) may attend 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.

### **ACADEMIC ADVISING OFFICE**

Students are invited to seek advice from the Academic Advisor regarding academic matters such as student schedules, grades, credit recovery, graduation requirements, activities, college, and career options. Students will fill out an appointment slip before school, during lunch, or after school. The Academic Advisor will coordinate the student's appointment around core subject classes. Unofficial transcript request needs to be made at least 1 week in advance, and with proper due date noted on the request. Official transcript request is made through the Harvest Preparatory website using parchment service.

### **STUDENT SCHEDULES**

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

### **CLUBS, SPORTS, ACTIVITIES**

*Eligibility* – To participate in any extracurricular activity or to represent Harvest Preparatory Academy, a student must maintain a “C” average with no “D’s” or “F’s” or “F’s” or “F’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 to sponsor and support the mission of the school. Membership of clubs is limited to students.

Parents or guardians must give written permission for their child’s participation in any extracurricular activity. Sports fees will not be refunded if a student quits, relocates or is removed from the team.

For grades 6<sup>th</sup>-12<sup>th</sup>, 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.).

### **HONOR ROLL**

9<sup>th</sup>-12<sup>th</sup> Grade.

The HPA uniform for High School (grades 9<sup>th</sup> – 12<sup>th</sup>) shirts is black or white polo shirts with HPA logo and/or either khaki, navy blue, or black shorts, pants or skirts (girls only)-must not be above the knee, leggings cannot be worn as pants

**JEANS**

Students are allowed to wear jeans on Fridays as long as the following requirements are met: Jeans should be regular or relaxed fit with no side zippers, holes, tears, rips, or designs and writing and must not touch the ground or be shorter than the top of the anklebone. Jeans, shorts and skirts must be in uniform style and must follow dress code policy. Colored jeans are not allowed.

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

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

**PHYSICAL EDUCATION UNIFORMS**

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 AND SOCKS**

Shoes must have closed toes and closed heels; no sandals, crocs, or high heels are permitted. Shoes must not have any offensive, obscene, profane, and/or indecent symbols. Socks must be always worn. No neon, knee-high or distracting colors; should uphold private school standard. Shoes must stay on their feet and secured with a tie or Velcro.

**HATS**

Students can not wear a hat, beanie, or hoodie inside any HPA building unless having written permission from the school administration.

**BOYS HAIR, NAILS, AND JEWELRY**

Hair may not be distracting. Students' hair must not cover their 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.

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

1 Violations –Parents contacted.

2 Violations –Referral issued & student will be placed in ISS (in school suspension) after parent contact.

3 Violations – Referral issued & student will be placed in ISS (in school suspension) after parent contact.

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

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

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

*\*Repeat violation may be treated more seriously\**

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

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 "Flaming' Hot" powder (Hot Cheetos, Hot Fritos, etc. no chamoy, salsas, tajin 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)
- Clear water bottles and 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

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

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

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

### **OUTSIDE FOOD REGULATIONS**

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

*Students may not have candy, gum or caffeinated drinks on campus (including soda and coffee).* Chips will be allowed from home, but only in small portions within a packed lunch and baked chips will be encouraged over fried (**Hot Cheetos, and other chips coated in red "Flaming' Hot" coating, are NOT allowed**) **No Chamoy or salsa of any kind is permitted.** Foods brought from home that are not allowed on campus will be immediately confiscated. Students are not allowed to warm up their meal at any time.

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

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

### **Procedures for USDA Program Discrimination Complaint:**

**Website:** <https://www.fsis.usda.gov>

Download the  [USDA Program Discrimination Complaint Form \(available online\)](#)

from school. Students must present their I.D. to board the bus and must comply with all regulations. Failure to comply may result in the loss of bus privileges.

Students must enter and leave the bus at designated school loading zones and at bus stops in an orderly fashion and comply with the following instructions.

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

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

Students must not carry the following items in the bus:

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

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

Students must proceed directly to a seat upon entering the bus.

- Students must sit facing forward with feet placed in front and belongings on the lap and/or between the feet.
- Students must remain seated until the bus has stopped.
- Students must not obstruct the aisle or emergency exits with any object, their bodies, or any part of their bodies.
- The aisles must remain clear.
- Books and other property such as musical instruments and athletic equipment must be always secured by the students.
- 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 their feet off the seats.
- Students must keep sharp objects off the upholstery.



that govern trespassing. All visitors are required to conduct all business with staff in a peaceful and respectful manner.

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

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

School employees respect the privacy of student records and recognize that only important 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 in an emergency or other situation. If a parent moves or changes a phone number, the parent is required to notify the office of any change of address or phone number to keep information current. If a change of address is done, parents **MUST** provide updated proof of residence and attach an address verification form provided by the Registrar.

If you wish to add or delete a name for emergency contacts, this may be done in writing or personally at the office. The office must have on record any court orders restricting another parent's or person's access to a child or be notified of any person/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.

- 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 "HPA believes every student should be provided the opportunity to achieve personal, academic and social success, by creating a positive, secure, and healthy learning environment in the school setting."

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

Electronics should be left at home; if brought to school they should be turned off and remain in the student's backpack during school hours. Please be reminded that the school is not responsible for lost or stolen items. Students may be temporarily denied playground privileges for repeated violations of the rules or injurious behavior. Parents will be notified by teachers of serious or continuous violations. Although, HPA will typically employ progressive discipline, HPA reserves the right to determine the appropriate form of discipline for the student's behavior and to employ any disciplinary action it deems appropriate based on the behavior, student's disciplinary history, and any other relevant factors.

**NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATION OF ANOTHER pursuant to ARS §15-84**

## 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

<p style="text-align: center;"><b><u>Level I</u></b> Teacher Managed Warning/Lunch Detention/ Afterschool Detention/ Parent Contact/Referral</p>
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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 Student Services office in order to maintain effective discipline in the classroom. If a Student is sent to the Director's office pursuant to this subsection, the Director 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 schoolwork such tests, quizzes, homework and any other assignment missed while serving their suspension. Work must be made up for the academic benefit of the student.

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

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

### **Criminal Damage and Graffiti**

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

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

### **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. Detention school will be on Wednesdays from 1:30pm-5:30pm. Transportation will **NOT** be provided.

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

- Lateness for, missing, or leaving school or class without permission or excuse.
- Engagement in conduct volatile towards the governing body's rules and regulations for the maintenance of public order on school property.
- Has a record of excessive absenteeism
- Is believed to have or has committed a crime.

Detention: Detention is a disciplinary "time out."

### **After School Detention**

After-School Detention is scheduled on Mondays, Tuesdays, Wednesdays, and Thursdays from 3:30pm – 5:15pm.

***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**

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**

### **Search and Seizure**

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

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

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

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

### **Referrals to Student Service Office**

Upon a referral to the disciplinary office, a decision is rendered to determine whether the school administrator, administrative designer and/or school director will schedule a hearing. Parents and/or Guardian(s) will be notified via phone and/or in writing during the course of the disciplinary process.

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

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

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

### **Referrals to Executive Director**

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

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

Students are responsible for items assigned to or checked out by them. They are responsible for their own behavior in using the facilities of HPA. Good citizenship demands that the property of the school be cared for in a conscientious way. Teachers make every effort to demonstrate for their students' proper care of the school's facilities and classroom property. Please support this responsible attitude with us. Parents are legally and financially responsible for damage caused to school property including textbooks, computers or resources 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 parents. Personal items include but are not limited to cell phones, MP3 players, iPods, iPads, handheld gaming systems, digital cameras, digital watches, and any electronic device not approved by HPA. Please note that HPA is not responsible for the theft or loss of any personal items. Parents are legally and financially held responsible for lost, damage, 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 and EarPods/headphones on school property and at school-sponsored activities. Students may NOT turn on or use these devices on school grounds until the end of the official instructional day. Exceptions will be accommodated **only** in life threatening emergencies.

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

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

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

property appears to be in jeopardy, the administration will not hesitate to call the police and initiate arrest and prosecution proceedings.

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

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

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

## **HEALTH SERVICES**

### **REGULATIONS**

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

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

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

**Parents must immediately inform the school office when there are changes in address, home phone, business phone, or emergency phone numbers.** If a parent cannot be reached in an emergency, the school will call paramedics, who will decide the need for an ambulance. The cost of this service is the parent's responsibility.

### **MEDICINES**

**NO CHILD MAY CARRY MEDICINE TO ADMINISTER TO THEMSELVES, INCLUDING COUGH DROPS.** A student may be 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.

integration into other subjects, as well as teaching Physical Education classes. They will also be responsible for developing and expanding the school's after-school sports program.

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

### **PARENT INVOLVEMENT**

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. 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	

### **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.



*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 online meetings/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 month. 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 am planning committees such as:

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

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

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

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

## **ADDITIONAL INFORMATION**

### **SPECIAL ACTIVITIES**

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

### **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's administration.
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 funds must be turned into 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 to sponsor and support the mission of the school. Membership of clubs and enrichment classes is limited to students and their immediate families. Membership for non-students is limited to availability and subject to administrative approval.

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

-For 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.).

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 thru 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 3<sup>rd</sup> 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.

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## **OTHER SERVICES**

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

## **FEDERAL PROGRAMS**

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

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

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

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

Additionally, this parental policy includes the following:

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

**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, requires that each school shall jointly develop with parents for all children served under this part a school-parent compact that outline 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 summer school until they achieve and/or maintain grade level in all subjects. Harvest will work in a positive way to get every child to grade level. Parents will partner with us for their child's highest and most successful future. Both will encourage college and career exploration.

**Harvest Preparatory Academy's Responsibilities**

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

- A challenging, student centered curriculum with high standards for all students.
- Communication between teachers and parents through phone calls, class dojo, email, and appointment.
- Multiple volunteer and social opportunities for parents to build a partnership with the school, where materials and training will be provided to assist the parents in promoting their students' academic achievement (i.e., Parent Teacher Conferences, Family Literacy/Math Nights, Science Fair Projects night, Parent English Classes).
- 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.
- High quality after and summer school program to help students achieve at their grade level and higher.
- Observation of classroom activities.
- I-Ready grade level test to inform parents of their student' status when compared to grade level standards for Reading and Math.

**Parent Responsibilities**

Parents will be responsible for their child's learning by following, supporting, and providing:

- 98 % or higher attendance.
- Set up a quiet workspace for the child to read and complete homework.
- Communicate to school any changes to phone, email, or addresses.
- Homework completion, 20 minutes of i-Ready reading and/or math.
- Minimal distractions such as watching television, playing time, etc. during home academic time.
- Ensure child attends after and summer school until they achieve/maintain grade level.
- Received, read, signed, and followed guidelines in the Student Handbook and Student Device Agreement.
- Encourage students to complete 5 hours of i-Ready a week until the child reaches grade level.
- Follow the schools' pick up and drop off policy.



## 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. 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 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 \_\_\_\_\_

**STUDENT ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

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

**Terms and Conditions**

I will refrain from using the EIS for any purpose, or in any manner prohibited by this user agreement or the Harvest Preparatory Academy policies and regulations.

I will not submit, publish, display or retrieve any materials forbidden by statutes, laws or community policies and regulations including that which is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal.

I will abide by all copyright regulations.

I will report any misuse of any electronic information resources immediately to the Site Director and/or 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 the home address and phone numbers of others or myself.

I understand that electronic mail is not private and will be monitored.

I will strive to use correct spelling, punctuation and grammar when sending electronic mail or publishing documents.

I will take responsibility for any account that is given to me and will keep my password and/or user ID private.

I understand that many services and products are available through EIS for a fee; I will obtain authorization prior to accessing or using a service that requires a fee and will accept responsibility for any expenses incurred for use of such services without prior authorization.

I understand that Harvest Preparatory Academy specifically denies any responsibility for the accuracy of information accessed through the use of Harvest Preparatory Academy's EIS. While Harvest Preparatory Academy will make an effort to ensure access to proper material, the user has the ultimate responsibility for how the electronic information services are used and bears the risk of reliance on the information obtained.

I understand that Harvest Preparatory Academy does not assume liability for any information lost, damaged or unavailable due to technical and or other difficulties.

I understand that Harvest Preparatory Academy reserves the right to establish rules and regulations as may be necessary for the efficient operation of the EIS.

I understand that the use of all parts of EIS is a privilege and misuse of any part of the EIS can result in loss of that privilege and/or may require me to compensate Harvest Preparatory Academy for any loss or damages as a result of such misuse.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HPA allows students in grades 6-12 to use Chromebooks onsite and offsite. HPA Chromebooks are to be used as a productivity tool for school-related business, curriculum enhancement, research, curriculum access, educational purposes, and communication with staff. Students shall act responsibly when using an HPA Chromebook. All Chromebooks, related equipment and accessories issued by HPA are HPA property. They are provided to the student to use while the student is enrolled in the Harvest Preparatory Academy. As a condition of his/her use of HPA Chromebooks, student must comply with and agree to all the following.

▪ **Student Responsibilities**

- I will use the school Chromebooks for educational purposes. I will abide by the acceptable use policy set forth in the HPA Student Handbook
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will assume full responsibility for reporting Chromebook problems, breakage, damage, loss, or theft immediately to my homeroom teacher.
- I will fully charge the Chromebook each night so that will be ready for school the next day. (Students should transport chargers to and from school with their Chromebooks just in case. Extra chargers WILL NOT be available at school.)
- I will be responsible and bring my Chromebook daily.
- I will use only my email account provided by HPA for login and academic communication with other students and staff members.
- I will not access or use my personal email accounts on the Chromebook.
- I will not attempt to repair the Chromebook.
- I will not eat or drink while using the Chromebook and will not use or keep the Chromebook near any food or drink.
- I will not deface the Chromebook in any way with writing, stickers, etc.
- I will not download or install any applications, programs, files, images, etc., onto the Chromebook.
- I will not remove applications, programs, or files from the Chromebook.
- I will not tamper with the settings on Chromebook or destroy files downloaded by HPA.
- I will not attempt to override, bypass, or change the CIPA Internet filter settings.
- I will not access unauthorized sites. I understand that the Chromebook will be checked frequently for unauthorized access and/or misuse.
- I will not trade or loan the Chromebook to other students.
- I will not remove any Identifying stickers, serial numbers, or tags from the Chromebook at any time.
- I will not carry a Chromebook while the screen is open.
- I will avoid exposing the Chromebook to extreme heat or cold.
- I will not use unauthorized games, videos, and/or movies, while on the HPA network or using the HPA Chromebook.
- I will appropriately care for the Chromebook screen.
  - ◆ I will not lean on top of the Chromebook.
  - ◆ I will not place anything on or near the Chromebook that could put pressure on the screen.
  - ◆ I will not place anything in the carrying case that will press against the cover.
  - ◆ I will not poke the screen.



HPA provides families the option of insuring the Chromebook device against accidental damage to the device for \$25 (per device/student). This insurance premium protects the student's HPA-issued device against instances of accidental damage. In a case where the device is lost, stolen, or the damage is intentional, a replacement device will not be covered by the insurance. Negligence will be determined by a group of HPA-designated teachers and building administrators. Chromebooks that are deemed to have been damaged by gross negligence will not be repaired under the insurance program. Replacement devices may not be of the same model/style as the original device. A new insurance premium will be required for continued coverage if a replacement device is issued. Chromebook insurance is not refundable for any reason, including mid-term graduation or withdrawal from school.

*Note: Chromebook accessories, lost chargers, etc. are not covered by insurance.*

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

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

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

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

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

**Student/Parent Chromebook Acceptance Agreement:**

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

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

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

As the parent/legal guardian of the student listed, I grant permission for my child to be issued a Chromebook and to access networked computer services, such as network file storage and the Internet. I have read and agree to the terms of this Agreement and Acceptable Use Policy in the HPA Student Handbook.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

**STUDENT and DEVICE INFO**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_ Device Serial Number: \_\_\_\_\_ Device Asset ID: \_\_\_\_\_

Device Make: \_\_\_\_\_ Model Number: \_\_\_\_\_

Accessories: \_\_\_\_\_

Notes: \_\_\_\_\_