



HARVEST  
**HOMESCHOOL  
ADVANTAGE**

# Parent Handbook

2023-2024

Grades K-12

A Ministry of Harvest Church



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## School Details and Contact Info

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### Harvest Homeschool Advantage

School Hours: Monday – Thursday, 8:30am – 2:00pm

HHA Phone: 208-880-1098

Email: [hha@boiseharvest.org](mailto:hha@boiseharvest.org)

Director: Kasi Taylor

Email: [kasi@boiseharvest.org](mailto:kasi@boiseharvest.org)

Website: <https://boiseharvest.org/harvest-homeschool-advantage>

## Our Mission

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Harvest Homeschool Advantage is a homeschool program that partners with families to provide a Christ-centered education. Students will grow spiritually and academically to influence the world for Christ.

## Our Aim

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We provide an education that:

- Trains students to love and obey the Bible
- Shapes Christ-like character through discipleship
- Teaches all subjects from a Christian worldview
- Trains students to be excellent in all they do
- Imparts a love for learning and instruction

## Classrooms & Curriculum

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Our classrooms are setup to help meet the needs of children in each grade level. In our primary grade classrooms, we use a variety of teaching strategies including teacher-led small group lessons, whole group lessons, and hands-on learning activities. These grades use Abeka as their main curriculum.

In our intermediate through high school classrooms, we use ACE (Accelerated Christian Education) as our main curriculum. Each class has a classroom supervisor/teacher to facilitate individual instruction for each child as they work through their various subjects.

## Our Standard, God's Word

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The Bible has established a very clear standard of living with unwavering principles by which we are to establish our lives. HHA understands that this standard directly opposes our world's culture that is void of standards, specifically moral ones. The staff of HHA uses the standard of God's Word as the standard in instruction and character. Our staff is dedicated to becoming students of the Great Teacher, Jesus, and, in turn, desires to impart His wisdom and knowledge in our classes.

"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Matthew. 28:19-20.

"All your children shall be taught of the Lord, And great shall be the peace of your children." Isaiah 54:13

"And these words which I command you today shall be in your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up." Deuteronomy 6:6-7

## Our Statement of Faith

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- We believe in the plenary-verbal inspiration of the accepted canon of the Scriptures as originally given and that they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal. 1 Corinthians 2:3; 2 Timothy 3:16
- We believe in the eternal Godhead who has revealed Himself as one God existing in three persons: Father, Son, and Holy Spirit; distinguishable but indivisible. Matthew 28:19; 2 Corinthians 13:14
- We believe in the literal creation of the existing space-time universe and all of its basic systems as indicated in Genesis. Genesis 1; Nehemiah 9:6; Isaiah 42:5; John 1:3; Colossians 1:16-17
- We believe in the creation, test, and fall of man as recorded in Genesis and his total spiritual depravity and inability to attain divine righteousness. Romans 5:12, 18
- We believe that sin is transgressing or falling short of God's standard in action, thought, and character. All individuals are born with a sin nature that affects their motivation, affection, volition, and actions. The results of sin include separation from God and death. Romans 3:10, 23; 6:23; 14:23; James 4:17; 1 John 5:17
- We believe in the Lord Jesus Christ, the Savior of all, conceived of the Holy Spirit, born of the Virgin Mary, fully God and fully man. Isaiah 7:14; 9:6; Matthew 1:21; Luke 1:26-35; John 1:18
- We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples. Romans 4:25; 1 Corinthians 15:1-8
- We believe in the bodily ascension of Jesus to heaven, His exaltation, and His personal, literal, and bodily coming again the second time for the Church. Matthew 24; Mark 16:19; John 14:2-3; Acts 1:9-11; Philippians 2:5-11; 1 Thessalonians 4:13-18; Hebrews 9:28
- We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins. Romans 5:11; Ephesians 2:8-9; Hebrews 9:12, 22
- We believe in the necessity of water baptism by immersion in the name of the eternal Godhead in order to fulfill the command of Christ. Matthew 28:19; Acts 2:38-39; 19:1-6

- We believe in the baptism of the Holy Spirit as a distinct aspect of the Christian foundational experience with the primary evidence of speaking in tongues, as well as evidence such as empowerment to witness, to conquer sin, and to live a holy life. Acts 2:1-4; 8:14-17; 19:6
- We believe in the Spirit-filled life, a life of separation from the world and the perfecting of holiness in the fear of God as an expression of Christian faith. 2 Corinthians 6:14; 7:1; Galatians 5:16-26; Ephesians 5:18
- We believe that since the Bible is the inspired Word of God, it is authoritative in all areas of human behavior, including marriage, family, sexuality, morality, and ethics. 2 Timothy 3:16
- We believe that the Bible defines marriage as the covenant relationship between a man and a woman. The importance of this union to society requires that we support and protect marriage as the Word of God does. Matthew 19:4-6
- We believe in the operation of the gifts of the Spirit as manifested in the Early Church and enumerated in 1 Corinthians 12-14.
- We believe in divine healing in its varied aspects, including the healing of the body by divine power, as seen in the Early Church. Isaiah 53:4-5; 1 Peter 2:24; Acts 3, 5, 9, 28
- We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers. 1 Corinthians 11:24-32; Matthew 26:26-29
- We believe in eternal life for believers and eternal punishment for unbelievers. John 3:16; 5:24
- We believe in the reality and personality of Satan and eternal judgment of Satan and his angels. Matthew 25:41; 2 Peter 2:4

### IN ADDITION TO THESE BASIC FUNDAMENTALS WE ALSO HOLD THAT:

- The church of Jesus Christ is the last instrument that God is using to extend His kingdom prior to the second coming of Christ. Matthew 16:18; Ephesians 1:20-23; 3:10
- The local church is autonomous; it is self-governing, self-supporting, and self-propagating in its mature state. Acts 2; 13:1-4
- The biblical form of church government is a plurality of elders with a lead pastor, all of whom must qualify on the basis of 1 Timothy 3 in spiritual life, character, domestic life and ruling ability.
- Every believer in Christ must be subject to God's authority in a specific local church for spiritual protection and long-term fruitfulness. Hebrews 13:17
- The theological framework for understanding all of God's dealings with mankind is to be found in the divine covenants revealed in scripture.
- The local church is a public place to gather together for prayer, worship, teaching and preaching of the Bible, and the administering of the sacraments of the church. Acts 2; 1 Corinthians 11; Hebrews 10:25

## The Bible and Religious Activities

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In choosing Harvest Homeschool Advantage, parents agree to have their students participate in curriculum that is based on Biblical truth and in religious activities that are a product of that truth. Outward expressions of this Bible-based curriculum include praying during the day and before meals, singing songs about God, memorizing scripture, teaching Biblical character traits, and celebrating Christmas, Easter, and other events relevant to the Christian faith.

# Admissions & Enrollment

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If the school is at capacity, a waitlist will be created and filled as space becomes available.

## Term Dates

- School Term: August 23, 2023 - May 23, 2024
- Payments Start Date: July 1, 2023.

## Enrollment Dates

- Re-enrollment is available starting February 1
- Enrollment for new students begins on March 1

## Enrollment Forms:

Forms must be read, signed, and on file for a student to be fully enrolled.

- Application
- Scriptures for Parents (grades K-12)
- Parent/Student Interview
- 7-12 Student Agreement (Jr. & Sr. High)
- Parent Handbook Agreement
- Parent Financial Agreement
- Pastoral Reference Form (if not a member of Harvest Church)
- Photo/Video Agreement
- Student Release/Emergency Contact Form
- Transportation Agreement
- Medical Release



# Fees and Payment Plan

## Enrollment Fees

There is a one-time, non-refundable enrollment fee of \$200 per child.

## Monthly Tuition

All tuition plans begin July 1, 2023.

**OPTION 1:** Pre-paid full tuition is \$3,960 (\$4,400 minus a 10% discount). Two payments of \$1,980 may be made at the beginning of each semester.

**OPTION 2:** Monthly payments (9, 10 or 11 months) according to the chart below:

**First Child** - Full tuition. **Second child** - 7.5% discount. **Third child** - 15% discount.

		Full Tuition	Payment Plans		
Discount	Child	\$4,400	9 Months July-March	10 Months July-April	11 Months July-May
0%	1	\$4,400	\$488.89	\$440	\$400
-7.5%	2	\$4,070	\$452.22	\$407	\$370
-15%	3	\$3,740	\$415.56	\$374	\$340

## Payment and Late Charges

The contracted balance is due (plus any late payment fees) as stated on the Tuition Agreement beginning in the month stated on the Agreement. The payments listed on this schedule include an initial payment and consecutive monthly payments.

## Late Payments

Payments are due on the first day of each month. A late fee of \$20 will be charged for any payments received after the 15<sup>th</sup> of the month. Tuition not paid after the 30<sup>th</sup> of the month may forfeit the student’s place in the class. Once a Late Fee is assessed on your account, it cannot be reversed.

## Payment Methods

- Checks are made out to “Harvest Preschool” and given to office staff or placed in office drop box.
- Cash is given to office staff or placed in the office drop box.
- Credit Card or ACH (Auto-Pay) is submitted through Curacubby.

## Vacation and Sick Days

If the student will be absent from class, including days missed due to sickness or family reasons, please call or text the Harvest Preschool office. This communication alleviates concern for the student due to absence. Tuition will not be adjusted due to sickness or vacation, and make-up days are not allowed. We do not offer make-up-days for shorter weeks due to holiday school closings, breaks, or for inclement weather. Contact the school director if there is a special need or concern in this area.

## Holidays

Harvest Homeschool Advantage follows the West Ada School District schedule for most holidays and breaks. Preschool will be closed for Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, and Spring Break. See the HHA calendar for exact dates.

## Terminating Child Enrollment

Harvest Homeschool Advantage reserves the right to remove a child from our school if:

- It is determined that a child is not developmentally ready for our program and cannot adjust to the classroom environment.
- A satisfactory solution cannot be agreed upon when dealing with discipline issues.
- Financial obligations are not current.
- Parents do not respond to communication from the school in a timely manner.

## Early Withdrawal

If a parent chooses to withdraw their student from Harvest Homeschool Advantage, notification must be submitted in writing. Tuition will not be refunded for the current month.

HHA is a homeschool program. Therefore, our students are considered homeschool students. If public or private schools request academic records, they must be submitted by the parent. HHA offers resources to parents on how to keep excellent records.

## Conflict Resolution

Any conflict developing between a family and the school should be taken to the director of the school. Issues will be mediated in a confidential manner.

## Financial Assistance (Scholarships)

Financial assistance is not offered currently. Please speak with the school director if there are any questions about tuition.

# Arrival/Drop Off

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## Staggered Arrival Times

Harvest Schools has a drive-thru style drop off for all students with staggered drop-off times (see map below). There may be times when parents will not be able to drop-off during their designated time but are encouraged to adhere to this schedule as much as possible.

8:15am-8:20am **Last name: A-H**      8:25am-8:30am **Last Name: I-Z**

### Kindergarten- 1<sup>st</sup> Grade

Parents enter the property off Main Street and proceed down the alley to the South entrance of the building. Parents remain in their vehicle while school staff help students out of the vehicle and check them in. If more time is needed to assist students, parents will be asked to pull forward and park on the West side of the building.

### 2<sup>nd</sup> -12<sup>th</sup> Grade

Parents or Guardians enter the property off Idaho Avenue and proceed north through the parking lot. They will follow the traffic flow to drop students off in front of the HHA 2<sup>nd</sup>-12<sup>th</sup> grade building. Parents or Guardians can remain in their vehicles while school staff help students out of the vehicle.

# Departure/Pick Up

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## Staggered Pick Up Times

Harvest Schools have a drive-thru style drop-off for all students with staggered drop-off times. There may be times when parents will not be able to drop-off during their designated time but are encouraged to adhere to this schedule as much as possible.

2:00pm-2:10pm **Last name: A-H**      2:10pm-2:20pm **Last Name: I-Z**

**\*Students not picked up by 2:20pm will go to after- school care on campus. After-school care rates are \$7 per hour.**

### Kindergarten- 12<sup>th</sup> Grade

Parents or Guardians enter the property off East Idaho Avenue and proceed north through the parking lot. They will follow the traffic flow to pick up students in front of the HHA 2<sup>nd</sup> -12<sup>th</sup> grade building. Parents or Guardians should remain in their vehicles while school staff help students to their vehicle.

# SCHOOL DROP-OFF AND PICK-UP MAP



## After-School Care

We offer an after-school program from 2pm-3pm. The charge is \$7 per hour, billed separately each month. Please contact the school office if you would like to sign up for ongoing after school care.

If you wish to use after-school care on an occasional basis, please contact the school office at least 24 hours in advance. This allows time to schedule adequate staff. If an unexpected need arises, parents should contact the school office as soon as possible to see if space is available.

# Discipline

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Harvest Homeschool Advantage believes parents bear the responsibility of nurturing and disciplining their children in the home. HHA is honored to assist parents in cultivating Christian character in their children's lives by using the following principles of discipline. HHA believes that when students understand what is expected of them in the classroom it creates security, freedom, and a rich learning atmosphere.

## Examples of Unacceptable Behavior

- **Disruption of school:** any conduct that substantially disrupts a school function or is likely to do so, interferes with classroom instruction, or hinders another student's learning
- **Disobedience:** a student who repeatedly fails to comply with directions of a teacher or staff member while that student is on the school premises
- **Undesirable language:** sassing, profanity, hurtful speech, or name-calling
- **Damage to property:** causing or attempting to cause damage to personal or school property
- **Threats, bullying, and assault:** causing or threatening any bodily injury to self, another student, or employee

## Methods of Discipline

- Loss of privilege of a specific activity that the child enjoys.

## Usual Procedures of Discipline

Staff members ensure that students understand the rules of proper school behavior before discipline is used.

- The first time a rule is broken, the teacher will remind the child of the rule, redirect the student, and issue a warning.
- The second time a rule is broken, the teacher will remind the student of expected behavior and apply the disciplinary measure. The teacher will:
  - Ask the child to verbalize the offense.
  - Explain to the child the discipline being given.
  - Establish and inform the child of the time limit.
  - Reaffirm the child's expected behavior.
- If a problem persists, the teacher may choose to discuss the situation with the school director.
- Parents may be contacted to discuss corrective action and an agreeable solution.
- HHA reserves the right to remove a child from school if a satisfactory solution cannot be agreed upon.

## Limitations of Discipline

- The child's dignity will be protected when discipline is needed.
- No staff member or assistant may use abusive or humiliating language.
- Food will not be withheld.
- There will be no hitting or spanking of a child at any time.

## Illness

Maintaining a healthy environment for all HHA students is a priority. Students should not attend school if they may be sick. Staff will discuss any health situations they observe as students arrive. Harvest Homeschool Advantage will not admit or retain in care any student who is displaying the following symptoms:

SIGNS AND SYMPTOMS	GUIDELINES FOR RETURNING TO SCHOOL
Fever - axillary temperature of 100° F or above	May return to school only when child's temperature has been below 100° F for a full 24 hours without fever-reducing medications.
Conjunctivitis (Pink Eye) - red eyes with itching, tearing or mucus discharge	May return to school after tearing and discharge have ceased AND after 24 hours of antibiotic treatment.
Contagious Skin Rash	May return to school after any sores are crusted over and dried OR after child's physician has provided written clearance for return to school.
Diarrhea - watery or greenish stools or more frequent stools than usual Vomiting	May return to school 24 hours after all symptoms are gone OR after the child's physician has provided written clearance for return to school.
Lice/Hair Infestation	May return to school after receiving a medicated shampoo treatment AND all signs of infestation are gone.
Runny Nose - green or yellow discharge or associated with fever or cough with mucus secretion Severe Cough	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.
Child is behaving ill - Lethargic, sleepiness, complaints of headache, complaints of stomach or earache	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.

## Illness at school

In the event of an illness at school, the following procedures will be followed:

- Student will be quarantined (within view of staff) to avoid spreading sickness.
- Temperature check:
  - If temperature is within the normal range, the student will rest in an assigned area and observed for changes. If the child is not better within 30 minutes, parents will be contacted to pick up their child.
  - If temperature is over 100° F, parents will be notified to pick up their child.
- Staff will record symptoms and keep a copy of the report in the student file.

Decisions to dismiss a child from school will be based on the observations of the child and the best interest of the other children in the class. **A child must not be sent back to school unless he or she has been symptom-free without medications for 24 hours.** If the parent of the child cannot be reached, the first person listed on the child's emergency contact list will be notified to pick up the child.

Parents should notify the school staff if their child has been diagnosed with a communicable disease. All parents in the school will be notified in the event of a possible exposure to a communicable disease and advised on the appropriate measures to take. Under rare circumstances, per Idaho State Law, school may be canceled if there is a serious outbreak of an infectious illness.

## Injury

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### Minor Injury

- Staff will administer first aid as needed.
- Staff will fill out an Accident Report describing the incident and first aid will be administered.
- A copy of the Accident Report will be given to the parent. The original report will be filed in the school office.

### Serious Accidents

- A CPR/First Aid trained staff member will attend to the injured student.
- Harvest Homeschool staff will:
  - Inform the school office.
  - Call 911 when determined appropriate.
  - Call parents (or emergency contact) and advise them of the emergency.
  - Stay with the student and administer any first aid possible, pray for the situation
  - Pull the student's Medical Release Form to send with the student
  - Fill out an Accident Report form and provide a copy to the school office.
  - Stay with student until the parent or guardian has taken them into their care.

## Medication Management

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Medications require:

- Written instructions including the name of student, name of medication, dosage, time to be given, method of administration, possible side effects, and date prescription was filled or medication's expiration date.
- An authorization form signed and filled out by the parent or guardian (provided by the school office).
- The original and clearly labeled prescription bottle.
- An adult to bring the medication to the office, a staff member, or teacher on duty.
- Staff to properly store, dispense, and record administered medications in the school office.
- Unused prescription medications to be picked up by the parent when treatment is complete. Any medications left at school will be destroyed.

Medications can be prescription or over the counter, including, but not limited to, vitamins and food supplements, eye, ear and nose drops, inhalants, ointments, lotions, aspirins, decongestants, antihistamines, cough drops, and antacids. Over the counter medications will only be administered according to the manufacturer's label for the age or weight of the child. If the medication is to be administered differently than the manufacturer's label recommends, a physician's written authorization is required.

## Child Custody

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The release of a child to a parent may only be restricted by court custody rulings. Documentation of such rulings must be submitted to the Harvest Homeschool Advantage office to ensure proper adherence.

## Emergency and Disaster Preparedness

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All staff will be trained to follow our Harvest Homeschool Advantage Emergency Procedures, which include responses to fire, earthquake, other natural disasters, and emergency lock down.

If staff and students cannot return to the classrooms, everyone will be evacuated to a designated location near the campus. The head teacher, director or school office staff will contact parents or designated emergency contact by phone to pick up their children.

## School Closure Days/Inclement Weather

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Harvest Homeschool Advantage will follow the guidance of the West Ada County School District for school closures due to inclement weather. If school closure is needed, notification would be sent via text and email to each parent.

In the event of a severe weather causing Harvest Homeschool Advantage to lose power for more than one hour, pick-up will be necessary. The school will remain closed until power is restored.



# Dress Code

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Harvest Homeschool Advantage desires to maintain an appropriate educational environment. Cleanliness, neatness, and modesty are our basic goals. 1 Tim 2:9 “. . . dress modestly, with decency and propriety . . .”

## General Guidelines for all Students

- All students are to dress modestly. Lettering and pictures must not be offensive to God or others and must not be derogatory in nature.
- Girls are to dress feminine; boys are to dress masculine. (Deuteronomy 22:5)
- No undergarments should be seen at any time.
- Shoes must be worn at all times and should be properly tied and fastened. It is recommended that students wear flat, comfortable shoes that will be appropriate for the classroom as well as outdoor activities.
- Hats and hoods are not to be worn inside school buildings or classrooms. Hats can be worn during outdoor activities or on specific dress up or spirit days.
- Dresses and skirts are acceptable. Hemlines must be to the knee area or longer. Dresses and skirts can be shorter if leggings are worn underneath. We encourage compression (bike) shorts under dresses and skirts. Dresses must have a modest neckline.
- Shorts are acceptable but must be mid-thigh or longer. Gym shorts of any length are not allowed.
- Jeans, cargo pants, slacks, jeggings and leggings are permitted. Leggings must be worn with a skirt, dress, or a top that remains at least fingertip length throughout the day’s activities. Rips in pants are acceptable, but rips must be at or below the fingertips. Sweatpants are not permitted. Long gym pants (warm-up or windbreaker style) are not permitted.
- T-shirts, collared shirts, blouses, sweatshirts, tank tops, and sweaters are acceptable. Low necklines, enlarged armholes, bare back/midribs, or tops that show bare midsection are not allowed. Tank tops should cover undergarments. Spaghetti straps are only acceptable if covered with an additional acceptable shirt, sweater or jacket. When a student’s arms are raised, no skin is allowed to show. A tank top or a camisole may be worn underneath a shirt if the shirt is too short or see-through.
- Students will be asked to wear a coat for outdoor activities. Middle and high school students may wear a heavy sweatshirt.

Appearance is the individual responsibility of the student and the parents. Teachers and the school director have the authority to interpret and enforce this dress code. If a student does not comply with the HHA dress code, parents will be notified and asked to bring a change of clothes for their child.

## Personal Items

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Non-essential personal items must remain at home, including all toys and extra gadgets. It is the teacher's discretion to determine what defines "personal items". If it is distracting to the student, they will be asked to put the item in their backpack.

## Cell Phones, Smart Watches, Personal Electronics

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All technology is intended for educational purposes. Students and staff are expected to follow the biblical mandate to honor the Lord Jesus Christ in all they do.

Student cell phones, smart watches and any other personal electronic devices are to be turned off and kept in backpacks all day. HHA's policy is "off and away". If a student uses any personal electronic device during the school day, it will be confiscated by the teacher and returned to the parent at pick-up time. If a student needs to contact their parent, their teacher will contact the parent, if needed. This policy includes check-in and check-out times.

## Snacks and Lunches

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Parents may send a healthy snack for their child. HHA is not licensed for food handling, therefore students are required to bring their own lunches in lunchboxes with cold packs. There is no option to microwave lunches. We do not provide or have access to utensils, so please send those if your child will need them.

If a parent wants to send a special snack to share with the class for a child's birthday, they should check with the teacher. All snacks brought to share must be store-bought.

Gum is not allowed on school premises.

## Parent Communication

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Parents may receive text, email, paper handouts, or in-person communication from the school. The staff and teachers are available to discuss any issues or answer questions that may arise. Parents may schedule one-on-one meetings with teachers outside of school hours.

### School Administration Software: Curacubby

The Curacubby administrative software is used for parent communication, permission forms, student/family information, and for paying tuition and fees.

## Parent Responsibilities

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Harvest Homeschool Advantage is a homeschool program that partners with parents. HHA assumes that the parent is responsible for the following:

- Maintaining open communication with the classroom teacher and school director
- Holding their child accountable for their behavior
- Daily communication with their child to see if he or she has completed daily work and goals and to see if they have a homework slip/folder.
- Holding their child accountable for their schoolwork. If daily work is not completed at school and is sent home, parents should work with their child to ensure it is completed. Parents should sign and have child return any homework slip (\*2<sup>nd</sup>-12<sup>th</sup> grade) to the teacher the following day.
- Reading daily with their Kindergarten-3<sup>rd</sup> Grade child.
- Building a transcript for their high school student. HHA has information and resources to assist parents to build an excellent transcript.
- Attending parent-teacher conferences

## Parent-Teacher Conferences

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Parent - Teacher conferences will be conducted in the fall and spring. Progress Reports will be sent out at these times for each student.

## Christian Values

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Harvest Preschool works to uphold Christian values in every area of the school. As such, we do not allow any items (clothing, toys, backpacks, accessories) that portray violence, witchcraft, vampires, Halloween references, or any item interpreted by staff as contrary to Christian values.