

*Unleashing Potential | Transforming Community*



# Harvest Best Academy

## PARENT & SCHOLAR CODE OF CONDUCT

**2021-2022**

1300 Olson Memorial Highway, Minneapolis, MN 55411  
(612) 876-4105 • Fax (612) 381-0748  
[www.thebestacademy.org](http://www.thebestacademy.org)

|   |          |
|---|----------|
| <b>Organizational Overview</b>  | <b>3</b> |
| Mission Statement   | 3        |
| Vision:   | 3        |
| <b>Harvest Preparatory School/Best Academy</b>                                | <b>4</b> |
| Programs:   | 4        |
| Best Academy Middle   | 4        |
| Best Academy East   | 4        |
| Harvest   | 4        |
| <b>Board of Directors &amp; School Administration</b>                         | <b>4</b> |
| <b>High Expectations and Open Opportunities for All Students and Families</b> | <b>4</b> |
| <b>Academic Program:</b>  | <b>5</b> |
| Attendance & Tardiness  | 5        |
| Attendance  | 5        |
| Tardiness   | 6        |
| Learning Environment  | 7        |
| Programming   | 8        |
| Assessments   | 8        |
| Classwork   | 8        |
| Homework  | 8        |
| Grade Calculation   | 8        |
| Grading Scale   | 8        |
| Retention Process   | 9        |
| <b>School Operations</b>  | <b>9</b> |
| Uniform Policy  | 9        |
| Uniforms  | 9        |
| Appearance & Hygiene  | 10       |
| Transportation  | 12       |
| Bus Transportation & Dismissal  | 13       |
| Bus Riders  | 13       |
| Inappropriate Bus Behavior  | 13       |
| Food Service  | 13       |
| Meal Program  | 13       |
| School Closings & Inclement Weather Notification Process                      | 14       |
| Field Trips & Extracurricular Activities                                      | 14       |

|   |           |
|---|-----------|
| Fees  | 14        |
| Visitor Policy & Family Involvement                             | 15        |
| Visitor Policy  | 15        |
| Family Involvement Policy                                       | 15        |
| <b>Grievances/Complaints</b>                                    | <b>16</b> |
| <b>Behavior Management</b>                                      | <b>18</b> |
| <b>Core Values</b>  | <b>20</b> |
| Community Building  | 20        |
| Student to Adult Expectations & Student to Student Expectations | 20        |
| Nguzo Saba (African Wellness Model)                             | 20        |
| Best Academy Classroom Rules                                    | 22        |
| Community Member Expectations                                   | 22        |
| Overview  | 22        |
| Components of the BMC:  | 23        |
| Nia System  | 24        |
| Bonuses & Deductions  | 25        |
| Infractions & Consequences                                      | 25        |
| Academic After-School Detention Policy                          | 26        |
| Notification and Documentation                                  | 26        |
| Suspension Process  | 26        |
| Expulsion Process   | 27        |
| Pupil Fair Dismissal Act  | 27        |
| Visitors  | 28        |
| Technology  | 28        |
| Electronic Devices, Cell Phones, Tablets, etc.                  | 28        |
| Toys, Games, and Gadgets  | 28        |
| Video Cameras   | 29        |
| Data Privacy  | 29        |
| <b>Health Records</b>   | <b>29</b> |
| Medication  | 29        |
| <b>Parent/Guardian Contract for Academic Expectations</b>       | <b>31</b> |
| Parent/Guardian Letter of Commitment                            | 32        |
| Parent/Guardian Letter of Commitment Signature Page             | 33        |

# Organizational Overview

Harvest Best Academy Charter School\*, in north Minneapolis, exists to unleash the potential of our scholars and transform the community by using education as a lever for change. Together, our group of high-performing public charter programs, which include Best Academy (K-8) and Harvest Preparatory School (K-4), serve nearly 750 predominantly low-income African-American scholars and deliver a world-class education achieving some of the state's highest math and reading proficiency rates for low-income children, English Language Learners, and children of color.

**\*Harvest Preparatory/Best Academy henceforth in this document will be referred to as 'our school' or 'the school'.**

## Mission Statement

The mission of our school is to instruct, empower, enable, and guide scholars to achieve superior academic, social, and moral development.

## Vision

It is our responsibility to graduate scholars who have a strong sense of identity, purpose, and emotional intelligence. Through a loving, academically rigorous, and culturally affirming environment we develop emerging leaders who have a sense of duty to transform our community!

## Harvest Best Academy

Our school's formula for success is built on three basic principles: strong basic skills instruction, African culture and heritage, and in-depth involvement of parents. Strong basic skills are taught by the use of scientific, systematic reading and math instruction that is aligned with Minnesota state standards. Science and social studies instruction are taught using a careful balance of textbook instruction and opportunities for experiential learning. Harvest Best Academy encompasses three programs with a strong belief of scholars being college bound.

## **Programs**

### **Best Academy Middle**

The Best Academy has programs focused on the positive development of Middle School scholars. Best Academy teaches critical technical skills for tomorrow, while developing the emotional skills necessary for a successful life. For that reason Best Academy includes an advisory program that provides life skills, social/emotional development, and positive role models. The Best Academy promotes academic development by offering a rigorous and culturally affirming curriculum.

### **Best Academy East**

Best Academy East is a fascinating and remarkable approach to offering the East African/American community a strong and thorough means of receiving an education in an environment that caters to their direct and cultural needs. Best East offers programming throughout the year, including parent events such as Peace/Salaam night to involve the families and the local East African community.

### **Harvest**

Harvest is a K-4 program that merged with the Best Academy Charter in the 2018-2019 school year. Harvest Preparatory uses the principles of Nguzo Saba to guide their scholars in a culturally affirming environment to build a strong sense of identity. Harvest Prep offers programming throughout the year, including parent events such as Kwanzaa and a Black History program.

## **Board of Directors & School Administration**

Specific information can be found at [www.thebestacademy.org](http://www.thebestacademy.org) under About Us/Board of Directors

## **High Expectations and Open Opportunities for All Students and Families**

Harvest Best Academy, through the Diversity and Equity Policy, has affirmed that learning and work environments are enriched and improved by the presence, contributions, and perspectives of diverse participants. Learning environments must welcome, respect, and value diversity. Our

school's Non-discrimination Policy bans discrimination based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age in its programs and activities. In addition, our school ensures that children and youth who are homeless and highly mobile have opportunities to achieve the same high academic standards as students who are not homeless or highly mobile. This means that all children, youth and their families are welcome and encouraged to participate in the full range of opportunities at our school, including academic classes, school sponsored organizations, clubs, and activities, athletics, and after school programs. The only limits to participation will be those reasonably related to the activity.

## Academic Program

Our school day is from 8:00 a.m. until 3:45 p.m.; Monday through Friday.

Scholars are required to arrive at school on time (Scholars are considered tardy after 8:30am) and to remain in school until dismissal at 3:45p.m. It is important that scholars are in school and on time every day to achieve academic success.

## Attendance & Tardiness

### Attendance

Attendance is the first step in ensuring academic achievement. In order for scholars to reach for their personal best, they must show up and give their best effort at school each and every day. At our school, regular attendance is required. Our curriculum is an ambitious one; every day is essential for scholars to keep pace with their class. Parents/guardians/families are expected to ensure that their children are in school. Please do not send your child to school, in person, if they are experiencing any symptoms such as: fever, chills, cough, diarrhea, vomiting, or a runny nose. Excessive absences will be considered a violation of the parent/guardian/family-school contract, and students who miss an excessive number of days may not be promoted to the next grade. Our policy is in accordance with the state truancy policy.

- Please report your scholar's absence for the day to the school by 8:00a.m.  
612-876-4105/4100

### *All Absences - "Excused" and "Unexcused" - are Considered Absences*

Any day your child does not attend school is considered an absence. Scholar illness (with doctor's note), a death in the family or a religious holiday (with parent/guardian/guardian's notes) are all considered excused absences at Harvest Best Academy.

### *Never Miss School for Appointments*

Parents/guardians/families are responsible for scheduling medical appointments outside of school time. The best times for appointments is when school is not in session. In the rare case when a scholar has a medical appointment during school, she/he should not be absent for the entire school day.

#### *Out-of-School Suspensions are Considered Absences*

If a scholar is held out of school due to suspension it is considered an absence.

#### *How the School Will Keep Track of and Follow Up on Student Absences*

Harvest Best Academy will keep records of all scholars' absences. If a scholar misses school, Best Academy staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, in writing, or in person. Staff will explain the school's strict attendance policy and request the parent's/guardian's strong support in enforcing this policy. The school administrator will follow up with the parent/guardian about attendance issues.

## Consequences For Absence

be@school <http://www.hennepinattorney.org/prevention/students-youth/be-at-school>

The Hennepin County Attorney's Office manages the be@school program, an important initiative to support our children's education and their future. It is estimated that thousands of children in Hennepin County have excessive unexcused absences from school. This is a major societal problem. School absence is a risk factor for substance abuse, teen pregnancy, criminal behavior, and chronic unemployment later in life. Concern for the devastating effects of truancy led to the development of the be@school program. The be@school program serves Hennepin County, with all educational neglect and truancy efforts consolidated under the leadership of the Hennepin County Attorney's Office.

### **Tardiness**

Our doors open at 8:00 a.m. each morning. Scholars must arrive between 8:00 a.m. and 8:20 a.m. Scholars that arrive after 8:30 a.m. (as measured by the school's clocks) are marked tardy. In cases when a school bus arrives late, those scholars riding the bus are not considered tardy.

#### *Tardiness Policy*

Under Minnesota Law (120-A-22 subd. 5a), children must attend school 95% of the time until they are 17 years old. This means that a child should have no more than eight (8) excused or unexcused absences in a school year. Three (3) unexcused tardies are equal to one (1) unexcused absence.

## Learning Environment

Our school is committed to teaching, learning, and academic achievement for all students. To achieve this goal, the learning environment must be safe, orderly, and well managed. It is the expectation that all students are active learners and responsible members of the learning community. Our staff and families share responsibility for developing and maintaining learning environments in which every member is:

- Safe
- Respectful
- Responsible
- Learning
- Treated with dignity and kindness

## Programming

We start with the idea that scholars want to learn and want to be successful. We create a culture in which scholars are serious about making academic gains. We set ambitious goals. We make it clear to our students what they can achieve academically, and have faith in ourselves that we will help them to achieve it. Our strongest motivator is a scholar's own desire to succeed.

The academic day at the Harvest Best Academy consists of:

|  |                |                         |
|--|----------------|-------------------------|
| Reading (Language Arts)                                  | Writing        | Mathematics             |
| Science  | Social Studies | Social/Emotional Skills |
| Specialists (Phy. Ed, Art, Computers, Afro-Centric Arts) |                | Middle School Advisory  |
| Intervention   |                |                         |

## Assessment

At Harvest Best Academy we strive for excellence and have high expectations for our scholars. We strive to give each scholar ample opportunity to meet the academic challenges they will encounter, now and in the future. We assess (test) our scholars regularly, gather data from these assessments, and use the data to enhance instruction so scholars achieve mastery of the concepts and skills being taught. The tables below show the guidelines we have established for our scholars.

## Classwork

At our school scholars are given different opportunities to succeed in the classroom. Classwork encompasses a variety of learning experiences including: independent and group work, projects,



exit slips, as well as participation. Students are responsible for completing and turning in all classwork. In the event of an absence, students should contact their teacher for any missed assignments.

### Homework

Our culture of achievement includes completion of homework each night. A scholar’s homework is extra practice of the day’s skills; it is meaningfully assembled, and provides valuable repetitions. Homework connects to the classwork and is due by the scheduled due date. If the scholar is unable to complete the homework, the parent/guardian or scholar needs to contact the teacher to explain before the next day via phone or email. Homework is 10% of a scholar’s grade. Parents/guardians will be notified if homework is not turned in through progress reports, at conferences, and directly by the teacher after three (3) missed assignments.

| Grade Calculation |  |
|-------------------|--|
| 45%               | Assessments (weekly quizzes, unit tests, comprehensive exams - COMPS)          |
| 45%               | Classwork (includes participation, exit slips, projects, and independent work) |
| 10%               | Homework   |

| Grading Scale                 |               |
|-------------------------------|---------------|
| Exceeds Standards (E)         | 90% +         |
| Meets Standards (M)           | 80% - 89%     |
| Partially Meets Standard (PM) | 75% - 79%     |
| Does Not Meet Standard (DNM)  | 74% and below |

## Retention Process

It is our expectation that our scholars meet grade level expectations in all academic areas. In order to be eligible for promotion, scholars in grades K-8<sup>th</sup> must demonstrate the ability to meet these expectations through each term of the school year. Should they not meet these expectations, it will be at the discretion of the school to promote the scholar to the next grade level. The teacher will make the recommendation to school administrators, who will then make the final decision based on the required set of data provided by the teacher. If a scholar is being considered for retention, the teacher will inform the parent in writing and in person during winter conferences. A plan will be put in place to improve the academic areas of concern and regular progress reports will continue to be sent home. If the scholar does not meet the grade level expectations in all subject areas by the end of the year, the parent will be notified again in writing and in person at the end of the year conferences about the decision of retention.

\*Scholars with Individualized Education Plans (IEP) will be promoted to the next grade level based on the successful completion of the goals and objectives outlined in the IEP.

### Support Plan for Retained Scholars

Scholars who have been previously retained at Harvest Best Academy are welcome to return in order to make sure that their academic goals are achieved. Administration is responsible for overseeing the support plan for retained scholars, which includes:

- A check-in plan organized for each retained scholar at the beginning of the year;
- School will keep abreast of his/her grades, and offer additional support services if needed, which could include organizational skills and developing good study habits.

## School Operations

### Uniform Policy

#### Uniforms

We have a required school uniform for several important reasons:

- *Uniforms unite us as a community.* When you look at a group of scholars in any of our Harvest Best uniforms, it is a powerful visual statement of our community. Scholars make a commitment that when they put on the school's uniform, they are agreeing to live up to the school's high expectations.
- *Uniforms reduce distractions and clothing competition.* They eliminate worry about purchasing and planning outfits. Often scholars spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

- *Uniforms make us all equal.* We all have the same mission. We are all going to college. We all come to school looking the same way.
- *Uniforms look professional.* Scholars look neat when they arrive at school with shirts/blouses tucked in and uniform items clean. The scholars come mentally prepared for school and “dressed for success”.
- *Uniforms provide security.* Most importantly, as a security measure, uniforms provide us the ability to identify all of our scholars inside or outside the building.

All scholars must come to school in full uniform every day. If scholars arrive out of uniform, the following steps will be taken:

- 1st infraction: A designated school official will contact the parent/guardian to inform them of the missing uniform item.
- 2nd infraction: A parent and designated school official will meet to discuss the uniform policy.
- 3rd infraction: A meeting will be set up with a school administrator to discuss uniform policy/enrollment.

Scholars may not change out of their uniform at any point during the school day. When scholars have Physical Education class, they will be expected to wear black shorts to the knee, a grey T-shirt, and tennis shoes. All female Best Academy East scholars may wear black sweatpants and a long-sleeve grey shirt with tennis shoes. This is a requirement for all students.

## Appearance & Hygiene

Every scholar will be responsible for arriving at school neat and clean. Every scholar should maintain the scholarly appearance and freshness of his/her uniform on a regular basis. In the event that a teacher notices any student with repeated occurrences of poor hygiene, the student will be reported to the nurse, related services staff, principals, or director who will contact the parent/guardian. Scholars should not attend to their appearance in class. The expectation is for the scholar to prepare at home and arrive at school ready to learn.

Our uniforms do not require the school logo. Uniforms are available at Walmart, Target, and other stores. Uniforms must be clean, with no writing, or name brand logos.

## Harvest Program K-4

### Standard Uniform

Black polo shirt with short or long sleeves

Tan Khaki pants (or a tan skirt to the knee for girls)

Solid White or black socks, tights, or leggings

Solid Black tennis or dress shoes

Solid Black sweater

P.E. (gym) Uniform

Shorts to the knee

Solid school colored T-shirt

Gym tennis shoes

BAE Program

Standard Uniform -Boys

Baby blue polo shirt with short or long sleeves

Tan Khaki pants

Solid White or black socks

Solid Black tennis or dress shoes

Solid Black sweater

Standard Uniform- Girls

Solid Black or Navy Blue Abaya

Solid Black or Navy Blue tights or leggings

Solid Black, Navy Blue, or White Hijab

Solid Black tennis or dress shoes

Solid Black sweater

P.E. (gym) Uniform

Shorts to the knee

Solid school colored T-shirt

Gym tennis shoes

Girls:

Solid school colored sweatpants

Solid school colored long-sleeved shirt

Gym Tennis shoes

All Middle School Uniforms

Girls 5-8

Button down oxford shirt: Navy Blue

Long sleeve Polo Tops: Navy Blue

Hijabs and Abaya: Burgundy, Navy Blue, White, or Black

Button down or zip up Sweaters or Vests: No sweatshirts will be allowed. Sweater or vest color

can be Navy Blue

Skirts: Must be knee length. The color can be Khaki or Black

Pants: Must be loose bootcut and not tight pants, leggings or jeggings. The color can be tan Khaki or Black

Shorts: Must be at least knee length. The color can be Khaki or Black

Socks, Tights, or Leggings: All White or All Black only.

Shoes: Shoes must cover the entire foot. Footwear can be either dress shoes or sneakers. No sandals, boots, or open toed shoes

### Boys 5-8

Button down oxford shirt: Navy Blue

Long sleeve Polo Tops: Navy Blue

Button down or zip up Sweaters or Vests: No sweatshirts will be allowed. Sweater or vest color can be Navy Blue

Pants: The color can be tan Khaki or Black

Shorts: Must be at least knee length. The color can be Khaki or Black

Socks: All White or All Black only.

Shoes: Shoes must cover the entire foot. Footwear can be either dress shoes or sneakers. No sandals, boots, or open toed shoes

**\*For Physical Education (gym) class, all scholars may change into black or grey sweatpants and a black or grey t-shirt with no writing.**

## Transportation

### Bus Transportation & Dismissal

All scholars will be dismissed by 3:45 p.m. on regular school days.

Parents/guardians are required to contact the school front office (612-876-4105/4100) or transportation staff (612-306-3452) by 11 a.m. of any changes in the mode of transportation for their child. In the event the call does not occur before 11 a.m., the scholar will be dismissed utilizing the mode of transportation previously established by the parent. *Calls to teachers about transportation mode changes will not be allowed.*

### Parent Transportation Option:

Parents have the option to transport their scholars to and from school every day. Parents will be reimbursed based on the transportation agreement with the school. Parents will drop off and pick up on time from their designated door and time slot.

## Bus Riders

Scholars will be escorted to the dismissal area by teachers and dismissed according to their bus number. If you need your child to get off the bus, please go to the main office where someone will contact the bus monitor, and your child will be escorted back into the building for pick-up.

## Inappropriate Bus Behavior

We treat the bus as an extension of the school. Scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver and or bus aide. Inappropriate bus behavior may result in suspension, or termination of transportation services. If your child is suspended from the bus it will be the parent's/guardian's responsibility to arrange for alternative transportation.

## Early Pick Up

Any student who is being picked up from school before 3:45 p.m. must be signed out at the main office by a parent/guardian or authorized individual in Powerschool. Contact the school if you are allowing an unauthorized person to pick up your child.

## Late Pick Up Notice

School ends at 3:45 pm. Students will be dismissed to their designated parent-pick-up door at their designated time. **All children must be picked up by their designated time.** In the event that your child has not been picked up within your 15 min window, and we have not heard from the parent/guardian, we will take the following steps (in order):

1. Call the parent/guardian
2. Call those listed on the authorized/emergency contact for pick-up list
3. If no contacts can be made by 4:45pm and the student has not been picked up at this time, child welfare or the police will be contacted for assistance.

Late Pick-Ups will be tracked and monitored. In the event that the policy is being violated, there will be a meeting with the principal, executive director, or board chair.

\*Latchkey, after-school service, is available through SEED Academy for a small fee.

## Food Service

### Meal Program

Breakfast and lunch will be available at Harvest Best Academy. Our food service provider is the Akram Catering. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program. Families may send lunch to school; however, scholars will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your child bring unhealthy

drinks (e.g., colas or juices heavy in sugar) or unhealthy foods to school. Candy, gum, chips, and soda are not allowed to be eaten at school. If you choose to send lunch, the entire lunch must be in one bag or container labeled with the scholar's name.

## School Closings & Inclement Weather Notification Process

Please see the calendar for the scheduled school days for the 2021-2022 school year.

We will close school only in cases of extreme weather conditions. It is the policy of the board of directors to keep the school open as much as possible. If you don't know whether we are delayed, closed, or open during inclement weather please visit the school website ([www.thebestacademy.org](http://www.thebestacademy.org)), call the school voicemail (612-876-4100/4105/4099), listen to radio stations (WCCO-AM, KMOJ-FM), or check a local television news channel (4, 5, 9, 11).

At the discretion of the principal and executive director, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days during or at the end of the school year.

## Field Trips & Extracurricular Activities

### Field Trips

Field trips are considered an extension of the classroom. As a result, scholar field trips are based on homework, attendance, grades, behavior, or other criteria designated by the school. Scholars are expected to attend school even if they are unable to attend field trips due to academic or behavior issues. **If a scholar is dismissed or suspended from a field trip due to behavior, monies will not be refunded.**

### Extracurricular Activities

Our school offers various extracurricular activities outside of the traditional school day. Participation in these activities may require an additional fee, and parents/guardians will be notified by the school prior to the beginning of these programs.

### Fees

Harvest Best Academy may require students to pay for certain specified school-related costs. Such school-related costs include fees for school uniforms, extracurricular activities, damage to technology, personal athletic equipment, supplementary field trips, voluntary student insurance, musical instruments, student publications, graduation announcements, post-secondary instructional programs excluding adult basic education programs, and personal stationery supplies. In addition, school boards may charge fees for lost or destroyed textbooks, workbooks, and library books if the school district annually informs parents and students about its fee policy regarding lost and destroyed books. Harvest Best Academy must hold a public hearing before

imposing a fee that is neither authorized nor prohibited by statute. School districts may waive fees for economically disadvantaged students.

## Visitor Policy & Family Involvement

### Visitor Policy

All visitors, including parents/guardians, must sign in at the main office and be given a visitors badge before proceeding forward in the building. The visitor badge must be present at all times while in the building, and we ask that all visitors sign out after the visit is completed and before leaving the building. We have an open door policy for our parents/guardians; however, if a teacher is having a special, closed activity s/he may choose not to accept visitors at that time.

### Family Involvement Policy

Harvest Best Academy is a partnership between school leadership, teachers, scholars, and scholars' families. Although the job of making decisions about school policy belongs to the board of directors, executive director, and principals, family involvement is absolutely critical to the success of the school.

#### Harvest Best Academy's family-school relationships are maintained through:

- Conferences with scholars, families, and teachers
- Orientation prior to the start of school
- Teacher-family calls
- Parents/guardians who serve on the school's board of directors
- Volunteer opportunities

#### Harvest Best Academy's families are asked to:

- Reinforce Harvest Best Academy's academic and behavioral standards at home
- Provide a quiet space for students to study
- Provide positive reinforcement of scholar progress and success
- Help scholars with homework
- Ensure that scholars complete all of their homework every night
- Chaperone field trips and volunteer at the school
- Attend programs/special assemblies throughout the year
- Attend all family/teacher conferences



## Grievances/Complaints

The Harvest Best Academy wants to ensure that communication between parents/guardians, community members, and staff benefits the students. All parties will engage in a respectful and productive dialogue surrounding the point of concern.

If a resolution cannot be achieved through the homeroom teacher, the parent/guardian or community member will inform school leaders of the concern. The following steps must be taken in order to make a formal complaint:

- Notice will be given to the principal and the teacher concerning the proposed conference, citing specific concerns and listing the names of the parents/guardians or other visitors who wish to attend.
- The principal or principal's designee will confirm the appointment with the concerned party or parties.
- If the complaint is not resolved in the conference, the principal will request that the parent or community member make the complaint orally or in writing.
- Any complaint remaining unresolved may be forwarded to the Executive Director.
- Complaints against school administrators will follow the same protocol, except that the initial complaint will be reported to the executive director.

## Community Building

Our school offers a variety of ways for students and staff to build community. Some examples are morning meeting, closing circle/daily wrap up, certificates and awards, class parties, classroom colleges, lunch with an administrator, and more.

## Student to Adult Expectations & Student to Student Expectations

### Nguzo Saba (African Wellness Model)

We believe that students at our school are entitled to learn and develop in an environment that promotes self-respect, self-determination, and respect for the African world community. We realize that "*It takes a village to raise a child*" and we fully expect that everyone will contribute to the harmony and holistic well-being of our school community by honoring the following Nguzo Saba Principles:

| <b>Nguzo Saba</b>   |   |
|---|---|
| <b>Student Mindset</b>  | <b>Adult Mindset</b>  |
| <b>Umoja-Unity</b>  |   |
| We strive for and maintain unity in the family, community, nation, and race. We unite as we assume the best of others.                | We support the building of culture in all areas of school by promoting our mission and core values. We treat others how we wish to be treated and always assume the best of others.   |
| <b>Kujichagulia - Self Determination</b>  |   |
| When we fail, we don't give up. We have a growth mindset. We define and name ourselves, as well as to create and speak for ourselves. | We have and demonstrate a growth mindset. We don't give up on ourselves or our scholars. We are responsible to and valued by our colleagues, parents, scholars and community members. |
| <b>Ujima - Collective Work and Responsibility</b>   |   |
| We take ownership for our learning and are a positive productive member of our community.   | We plan together in teams and provide frequent checks for understanding to continuously hone our skills.  |
| <b>Ujamaa - Cooperative Economics</b>   |   |
| We manage our Nia points in exhibiting self-discipline.   | We provide frequent feedback to scholars and analyze trends.  |
| <b>Nia – Purpose</b>  |   |
| All of the work we do and all of my education will help to build and develop my family and my community.                              | We have high expectations for ourselves as we teach and facilitate our scholars' learning and emotional development.  |
| <b>Kuumba – Creativity</b>  |   |
| We will consistently challenge ourselves to take an interest in and learn new things for fun.   | We employ dynamic teaching practices to ensure the most impactful learning opportunities for every student.   |
| <b>Imani – Faith</b>  |   |
| We believe with all our hearts in our people, our parents, our teachers, our leaders.   | We base all decisions on what is best for scholars. Our advisees are our sons and daughters.  |

\* Additional principles we recognize:

- Murua=Respect
- Busara= Practical Wisdom

## Community Member Expectations

Community Members (parents, guardians, visitors, etc.) will:

- Be respectful with their tone, volume, language, and cadence
- Value a growth mindset toward social behavior
- Initiate and accept apology of action
- Support and abide by the Behavior Management Cycle
- Model and acknowledge appropriate social behavior at all times and in all settings

# Behavior Management Cycle

## Overview

Our approach to discipline is rooted in a belief that the learning environment is sacred. In our school we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for scholar behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

The BMC also reinforces the desired behaviors from our scholars in our classrooms and common areas such as hallways, bathrooms, and cafeterias. Effective utilization of the BMC will ensure we have a unified code of conduct and consistent intervention protocols.

## Nia System

Our teachers use a large array of strategies to promote positive behaviors and to correct problem behaviors. One of the main strategies is the Nia System, a point system developed by the school based on one of the seven principles of Kwanzaa (Nia means “purpose”). Scholars begin each day with 12 Nia points. Based on their behavior, they could end each day with up to 15 points. Nia points are the “currency” for scholars to earn various rewards, including Fun Friday, class parties, and field trips. Our staff use positive reinforcement whenever possible, doing our best to “catch” scholars doing the right thing. We recognize and celebrate scholar success at every opportunity and award bonus points to scholars who go above and beyond, or when they fix their misbehavior. We also use consequences and a problem-solving approach to help scholars fix behavioral problems.

Deduction of Nia points can occur, and points are taken from scholars for a variety of infractions. Scholars may also lose privileges (social time, parties, trips, etc.) when they violate the rules. The behavior interventionist (BI) for each program is the point person on discipline issues.

## Bonuses & Deductions

Scholars are able to earn bonus points each day as long as their total number of points does not exceed fifteen (15). Scholars may earn bonus points by going above and beyond the expectation, and/or exhibiting any of the following character traits: respect, trustworthiness, caring, responsibility, citizenship, fairness, and or growth mindset.

If a scholar commits any of the infractions listed in the bottom portion of the Nia System chart, or other behaviors deemed inappropriate by school staff, s/he may receive a deduction or another consequence per the school’s discretion.

Scholars are expected to always respond respectfully to school staff. Behaviors that are considered disrespectful include, but are not limited to, rolling of the eyes; smacking lips or sucking teeth; making inappropriate remarks or sounds in response to a request; walking away from a staff member before a conversation is over; talking back to a staff member; or questioning a staff member’s action or authority. Such disrespect will not be tolerated, and demerits, detentions, and other consequences will be issued appropriately.

The chart below explains how students may earn bonuses or receive deductions. It is posted in all classrooms and carried on a clipboard with the class during transitions to activities outside the homeroom, including specialists, lunch, and recess.

### NIA SYSTEM

| Bonuses   |  |  |  |   |  |  |
|---|--|--|--|---|--|--|
| Respect   | Trustworthiness  | Caring   | Responsibility   | Citizenship   | Fairness   | Growth Mindset   |
| Murua   | Imani  | Nia  | Ujima & Busara   | Umoja   | Ujamaa   | Kujichagulia & Kuumba  |
| <ul style="list-style-type: none"> <li>▪ Treat others with respect</li> <li>▪ Be tolerant of differences</li> <li>▪ Use good manners (please, thank you, smile, silent wave)</li> <li>▪ Be considerate</li> <li>▪ Deal peacefully with disagreements</li> </ul> | <ul style="list-style-type: none"> <li>▪ Be honest</li> <li>▪ Be reliable</li> <li>▪ Have the courage to do the right thing</li> <li>▪ Be loyal</li> </ul> | <ul style="list-style-type: none"> <li>▪ Show kindness</li> <li>▪ Express gratitude</li> <li>▪ Forgive others</li> <li>▪ Help people in need</li> <li>▪ Speak up positively for your classmates</li> </ul> | <ul style="list-style-type: none"> <li>▪ Do what you are supposed to do</li> <li>▪ Always do your best</li> <li>▪ Use self-control</li> <li>▪ Be self-disciplined</li> <li>▪ Think before you act</li> <li>▪ Be accountable for your choices</li> <li>▪ Take the high road and choose to walk away from difficult situations</li> <li>▪ Peer tutoring</li> </ul> | <ul style="list-style-type: none"> <li>▪ Do your share to make your school and community better</li> <li>▪ Be a good neighbor</li> <li>▪ Obey laws and rules</li> <li>▪ Respect authority</li> <li>▪ Protect the environment</li> <li>▪ Demonstrate the creed and mission of our school</li> <li>▪ Be a neat and organized scholar</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Play by the rules</li> <li>▪ Take turns</li> <li>▪ Share</li> <li>▪ Be open-minded</li> <li>▪ Listen to others</li> </ul> | <ul style="list-style-type: none"> <li>▪ Use your time wisely</li> <li>▪ Grit</li> <li>▪ Ask for and complete extra schoolwork</li> <li>▪ Work hard</li> <li>▪ Be a problem-solver</li> <li>▪ Persevere</li> </ul> |
| Deductions  |  |  |  |   |  |  |
| 1-3 Points  |  |  |  | 12 Points   |  |  |
| <ul style="list-style-type: none"> <li>▪ Throwing harmless objects</li> <li>▪ Talking/Calling out/Interrupting the speaker</li> <li>▪ Failure to follow directions</li> <li>▪ Failure to SLANT</li> <li>▪ Out of seat</li> <li>▪ Repetitive action</li> </ul>   |  |  |  | <ul style="list-style-type: none"> <li>▪ Throwing harmful objects</li> <li>▪ Inappropriate language/Verbal harassment</li> <li>▪ Teasing/Bullying</li> <li>▪ Aggressive behavior/Fighting</li> <li>▪ Running away from/Skipping class/school</li> <li>▪ Theft</li> <li>▪ Cheating/Copying</li> <li>▪ Refusal to follow consequence</li> <li>▪ Defacing/Destruction of property</li> </ul> |  |  |

## Interventions for Misbehavior

Interventions and consequences due to misbehavior should minimize the interruption of a student's educational program.

- Balance overall school safety, providing consequences and offering help/support to the student and support to staff
- Age and grade level of the student
- Degree of harm
- Disability/special education status (see procedures for suspending students with disabilities)
- Whether the incident is a first offense or a repeat offense
- The impact of the incident on the overall school community
- The willingness and ability of the student to repair the harm done

The following table describes when or how interventions take place based on state and federal law and Harvest Best Academy best practice guidelines.

|                               |  |
|-------------------------------|--|
| <b>Proactive Approaches</b>   | Establish caring relationships with students and families, build community in the school and in each classroom, teach expectations, and engage students in quality instruction.        |
| <b>Ongoing Record</b>         | Record all behavior referrals and removals.  |
| <b>Classroom Modification</b> | Teachers make modifications in instruction and classroom management to meet the needs of individual students and groups of students.   |
| <b>School Services</b>        | Students may receive out-of-classroom interventions including, but not limited to, social worker services, opportunities for restitution, peer mediation, and alternative instruction. |
| <b>Community Services</b>     | Students may be linked to community services such as support groups.   |
| <b>Student Support Team</b>   | Each school has a multi-disciplinary team to do problem solving and design interventions for students struggling in  |

|                               |  |
|-------------------------------|--|
|                               | academics and/or behavior.   |
| <b>Five Day Rule</b>          | When a five day suspension is given, a re-admittance and Individual Behavior Intervention Plan or alternate placement plan for the student should be developed during the suspension. When a student with an IEP has been suspended for five consecutive days, the special education team must meet within ten days to determine if the behavior that resulted in suspension is a manifestation of the disability. |
| <b>Six Day Rule</b>           | If a student is suspended for six or more consecutive days, the school must provide alternative education services.  |
| <b>Ten Removal Rule</b>       | When a student has been removed 10 times, a problem-solving meeting must be held and staff must discuss the possibility of a mental health screening with the family.  |
| <b>Suspensions</b>            | Students may be suspended for up to 10 days for the behaviors identified in this handbook.   |
| <b>Referral for Expulsion</b> | Students may be referred for expulsion for the behaviors listed previously on the Infractions chart.   |

**Academic After-School Detention Policy**

It is the goal of Harvest Best Academy to provide the best possible educational experience for the students in our community. A possible alternative to suspension for students' misconduct may result in an Academic After-School Detention. While in detention, students will work on academics assigned by their classroom teacher. The parent will be notified by a school representative the day prior to the detention. The parent will be responsible for picking the child up at the time designated by school staff. Students are allotted three detentions for each term. Any offenses after that may result in suspension.

**Escalation of Consequences:**

Listed below are misbehaviors in which a student may be removed from school to maintain a safe and orderly learning environment. It is expected that whenever a student is suspended, other interventions will be used as well.

Our school complies with the Minnesota Pupil Fair Dismissal Act and the Individuals with Disabilities Education Act regarding procedures for suspensions, expulsions, and other disciplinary acts.

The following chart summarizes consequences for misbehaviors, including suspension and expulsion. Our school recognizes that situations may arise that are not covered by these policies and procedures. Harvest Best Academy trusts the leadership of each school to make sound decisions in the best interest of individual students and the school as a whole. The principal retains the right to take appropriate action to ensure the safety of the school, students, and staff, and to provide interventions and consequences that will help students learn appropriate behavior. It is the principal’s responsibility to seek other options and to use suspension judiciously in order to maximize the amount of time students are safely and productively in class.

| <b>Infractions</b>  | <b>Actions</b>   | <b>Suspension</b> | <b>Referral for Expulsion</b> | <b>Police Referral</b> |
|---|--|-------------------|-------------------------------|------------------------|
| Possession of a Weapon (knife, gun, rocks, pencils, harmful objects, toy weapons) | Immediate confiscation by administration;<br>Intervention;<br>Parent Communication | 1-15 days         | Possible                      | Possible               |
| Possession/Use of Alcohol/Tobacco/Drugs, unauthorized/un-prescribed medicine      | Immediate confiscation by administration;<br>Intervention;<br>Parent Communication | 1-5 days          | Possible                      | Possible               |
| Possession/Use of Inappropriate Substances/Objects (matches, lighters, mace)      | Immediate confiscation by administration;<br>Intervention;<br>Parent Communication | 1-5 days          | Possible                      | Possible               |

|  |  |          |          |          |
|--|--|----------|----------|----------|
| Other Safety Violations<br>(running away, skipping, leaving the classroom, leaving the building)   | Intervention;<br>Parent Communication;<br>Detention; Possible ISS or OSS   | 0-3 days | Possible | Possible |
| Physical Aggression<br>(pushing, poking, shoving, scuffling, unfriendly touch, biting, spitting, hazing)   | Intervention;<br>Apology of Action;<br>Detention or OSS  | 0-3 days | Possible | Possible |
| Bullying<br>(continual/extreme verbal or physical harassment; repetitive harmful actions; spreading rumors/gossiping; social media/cyberbullying/ sexting; inappropriate websites) | First Offense:<br>Intervention;<br>Second Offense:<br>Peer Mediation;<br>Third Offense: Team meeting (parents, BI, GC, SW, admin);<br>Possible Detention | 0-5 days | Possible | Possible |
| Obscene Gestures<br>(gang-related, sexual)   | Intervention;<br>Parent Communication;<br>Detention  | 0-3 days |          |          |
| Sexual Behaviors (kissing, touching)   | Intervention;<br>Parent Communication;<br>Detention<br>Repeat offenses may result in ISS or OSS  | 0-5 days |          |          |
| Verbal Aggression<br>(arguing, teasing, name calling, inappropriate school conversation, mocking)  | Intervention;<br>Detention;<br>Apology of Action;<br>Possible ISS or OSS   | 0-3 days |          |          |



|  |   |          |          |          |
|--|---|----------|----------|----------|
| Harassment (culture, religion, language, race, disability)   | Intervention;<br>Detention;<br>Apology of Action;<br>Possible ISS or OSS                                  | 0-3 days | Possible | Possible |
| Severe Defiance of Authority (failure to comply with the request or direction of an adult; persistent lack of cooperation) | Intervention;<br>Apology of Action;<br>Detention;<br>Possible ISS or OSS                                  | 0-3 days |          |          |
| Severe Temper Tantrum  | Direct to BI;<br>Parent Communication;<br>Detention<br>Possible ISS or OSS                                | 0-3 days | Possible |          |
| Theft/Possession of Stolen Property  | Intervention;<br>Apology of Action;<br>detention  | 0-3 days | Possible | Possible |
| Property Offenses (vandalism, unauthorized use of school equipment)  | Intervention;<br>Parent Communication;<br>Apology of Action;<br>Possible ISS or OSS                       | 0-5 days | Possible | Possible |
| Cheating/Copying   | Automatic zero on assignment;<br>Parent Communication;<br>Repeat offenses may result in Detention/ISS/OSS | 0-3 days |          |          |
| Forgery  | Intervention;<br>Apology of Action;<br>Repeat offenses may result in Detention/ISS/OSS                    | 0-3 days |          |          |

## Suspension Process

In the event that student misconduct results in a suspension, it is our expectation that a re-entry meeting takes place between all parties. Please refer to the Infractions and consequences table above for possible reasons for suspension.

In the event of a suspension, the following will take place:

1. A referral is written
2. A brief meeting with student, behavior interventionists, and administration will be held
3. A phone call is made to parent/guardian
4. Administration signs off on suspension
5. A re-entry meeting is scheduled and will take place upon the student's return to school.

After three out of school suspensions the scholar may be considered for expulsion from the school.

## Expulsion Process

Expulsion is reserved for extraordinary circumstances, including, but not limited to, circumstances where a scholar's conduct poses or continues to pose a danger to the safety and well-being of other scholars, school personnel, or any other person lawfully on school property, attending a school function, or on school-provided transportation.

After three separate suspensions the scholar may be considered for expulsion from the school. Administration will make expulsion determinations based on the information/facts surrounding the altercations and/or suspensions. When expulsion is warranted, the following steps will be taken:

1. School administration will contact the scholar's parent/guardian in writing informing that the scholar is being considered for expulsion from the school.
2. The school administration will provide the board of directors with written notification of the request of expulsion.
3. The school board shall make findings of fact and recommendations as to the appropriate measure of discipline. The board will conduct a hearing and notify the school and the parent/guardian of the date and time of the hearing. At the hearing the scholar shall have the right to be represented by counsel or advocate (at the scholar's/parent's/guardian's expense), the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf.
4. After the hearing is conducted, the school board will notify the school and the parent/guardian of its decision concerning the expulsion in writing.
5. If the parent/guardian is not satisfied with the decision of the board, they may file a written appeal to the board within five (5) business days of the date of the decision. Final

decisions of the board may be appealed to the commissioner of education within 21 calendar days of the school board action/decision. An appeal is solely the responsibility of the parent/guardian.

At any time during this process, the parent/guardian has the right to withdraw the child from the school. Withdrawal of a scholar being considered for expulsion must occur before the parent/guardian receives written notice that the scholar has been expelled from the school. If the withdrawal occurs after the parent/guardian has received notification of expulsion from the board of directors, documentation of the expulsion will be included in the scholar's permanent record.

## Pupil Fair Dismissal Act

Retrieve here: [Pupil Fair Dismissal Act](#)

## Safety

### Visitors

Visitors are welcome in all schools, and family attendance at school programs is encouraged. It is important that all visitors sign in and out at the reception desk and receive a visitor badge to wear during the visit. During the school day, all visitors should be escorted to their designated location. Harvest Best Academy reserves the right to deny or revoke permission to visit individuals or groups who do not comply with school procedures, or if the visit is not in the best interest of students, staff, or the school. A visitor who does not comply with school policies and procedures may be guilty of criminal trespass, and school personnel will call to request an immediate police response.

- For health concerns, no visitors are allowed during the time of Covid-19 unless they have a pre-arranged appointment.

## Technology

Technology has become an important tool for learning. Students and staff may use the internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and teachers, and to locate resources to meet their educational and personal information needs. Our school has established guidelines for appropriate use of technology and the Internet.

Students, staff, and parents/guardians are advised that some websites may contain inappropriate or offensive material. School administrators and staff do not condone the use of such materials and do not permit usage of those materials in the school environment. Situations where students

and/or staff knowingly use such materials in school will be addressed in accordance with the Harvest Best Academy discipline policies. Our school administrators have the right to terminate the access privileges of any student or staff who violate the guideline.

- Student computers are monitored daily by Securly, an online monitoring system.

\*Please refer to the HBA Distance Learning Expectations here: [HBA Distance Learning Expectations](#)

\*Technology Agreement: [Technology Agreement](#)

## Electronic Devices, Cell Phones, Tablets, etc.

Scholars are not permitted to use or make any personal electronic devices or cell phones visible in school. Harvest Best Academy encourages scholars to leave cell phones at home. If their devices are powered on, visible, or making noise, the phone will be confiscated. Scholars should also understand that they are not allowed to take pictures or videos of themselves or friends in bathrooms, lockers, or any other school areas without authorized permission. If scholars violate this policy the following steps will be taken:

- The first time a scholar's phone is confiscated, s/he will be given a warning, and the phone will be returned at the end of the day.
- The second time a scholar's phone is confiscated a parent/guardian may pick up the phone at their convenience during school hours, Monday through Friday.

Administration is not responsible for the upkeep of cell phones while in their possession. It is the responsibility of the parent/guardian to retrieve all phones as quickly as possible and hold their scholars accountable to the policies and procedures of cell phone use. For safety reasons and to minimize classroom distraction the administration asks that parents/guardians contact scholars only through the main office. We will not reimburse any items that are lost or stolen.

## Toys, Games, and Gadgets

Scholars are not permitted to bring toys of any kind to school. All toys, cards, and games, will be confiscated and returned only to the parent/guardian. The same policies for cell phones apply for any major electronic games (PlayStations, Nintendo DS, etc.).

## Video Cameras

Harvest Best Academy is authorized to use video cameras on school property and transportation vehicles to ensure the safety of all staff, students, visitors, and property. The cameras may be used in locations deemed appropriate by the Executive Director, as allowable by state and federal laws. Video recordings may become a part of a student's educational record. Harvest Best Academy will comply with all applicable state and federal laws related to record maintenance and retention.

## Data Privacy

The records that Harvest Best Academy maintains in its files, which identify students or discuss students' needs or accomplishments, are private data. This means that members of the public and The Harvest Best Academy employees whose duties do not require that they have access to this information may not see these records unless consent is given by the parent/guardian, or a law or court order authorizes access. Certain kinds of information have been categorized by Harvest Best Academy as directory information. Directory information, even though it is identifying information can be released to the public. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

- The student's name, dates of attendance, grade level, participation in officially recognized activities and sports, and honors and awards received.
- Directory information does not include personally identifiable data that references religion, race, color, social position, or nationality.

Families may notify the building principal if they do not want directory information about them to be made public, and the request will be honored.

If an emergency occurs and knowledge of the information is necessary to protect the health and safety of the scholar or other individuals affiliated with Harvest Best Academy, the school can release information about a scholar to appropriate parties, i.e. a hospital, police department, or emergency squad.

In the event that a student transfers to or applies for admission to another school, including post-secondary schools, Harvest Best Academy will transfer the student's records to that school upon receipt of request.

The Harvest Best Academy will bill health care providers for health care services required in an Individual Education Plan (IEP) if an IEP exists.

## Health Records

It is essential that parents/guardians cooperate with the school nurse in bringing all medical records up to date. Children whose records are not up to date in accordance with state law will be excluded from school until the nurse has been provided verification that the scholar may attend or return.

All scholar medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

## Medication

Harvest Best Academy strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Medication must be brought to school in its original container to be administered by the school nurse. Note that medication will not be given without the completion of the Administration of Medication form, which must be completed by a healthcare provider. Families can obtain a copy of this form by calling or visiting the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. Scholars are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school; however, scholars are permitted to carry their inhaler with written consent from their primary doctor, as well as medications administered as noted in a written agreement between the school and the parent or as specified in an IEP, 504 Plan, or IHP (Individual Health Plan). For further information on medication or any health related issues please call the school nurse.

## **Parent/Guardian Contract for Academic Expectations**

As a parent who has enrolled my child at Harvest Best Academy, I am committing to the following actions:

I understand that if my child's records are not up to date in accordance with state law, s/he will be excluded from school until such a time proper documentation is provided.

I understand that K-8<sup>th</sup> grade scholars must maintain grade level expectations in all academic areas. In order to be eligible for promotion, scholars in grades K-4<sup>th</sup> must demonstrate the ability to meet these expectations through each term of the school year. Should they not meet these expectations in reading or math and pass writing, science, or social studies it will be at the discretion of the school to promote the scholar to the next grade level. If a scholar is being considered for retention, the teacher will inform the parent in writing and in person during winter conferences. A plan will be put in place to improve the academic areas of concern and regular progress reports will continue to be sent home. If the scholar does not meet the grade level expectations in all subject areas by the end of the year, the parent will be notified again in writing and in person at the end of the year conferences about the decision of retention.

I will attend meetings with administration to discuss academic performance or behavioral concerns when called or scheduled.

I will read and respond to all materials sent home by the school and classroom. I understand that I am responsible for classroom books and books assigned to my child, and if lost or damaged I will have to pay replacement costs.

I will communicate respectfully at all times with all stakeholders (including, but not limited to, all school employees, parents, scholars) at my child's school. I understand that if I fail to communicate accordingly, I will be denied access to the campus and/or my child may be disenrolled from the school.

## Parent/Guardian Letter of Commitment

Harvest Best Academy is a school of choice. When you enroll your child, you are selecting us for the reasons that make our school unique. We expect much from our scholars. In turn, we also expect much from our families in order to ensure the success of our scholars and the success of our school. Our school requires commitments from parents/guardians that may not be required in other schools. Your signature on this letter indicates that you understand the various expectations of our school (see below) and agree to read and understand The Harvest Best Academy School Code of Conduct prior to school starting, which will state all policies and procedures and that you will comply with them. The policies listed below are CRITICAL to your commitment:

- I will ensure that my child is in school every day, on time and is picked up accordingly at dismissal time or, when needed, at his/her designated bus stop, except for illness or other legitimate reasons.
- I will read and agree that my child will adhere to the uniform policy. In the event my child is in violation of the uniform policy. Administration will take the following actions:
  - o Call parent/guardian to bring the appropriate uniform item(s) to school and
- I will support the school-wide discipline policy and Nia Point System, follow through with any behavior problems noted by the teacher, and visit the school as needed.
- I will attend at least two out of three parent/teacher conferences, parent involvement activities, orientation/reorientation meetings and parent education opportunities.
- I will read carefully all papers that the school sends home.
- I will be knowledgeable of homework assignments and assist my child with all homework assignments when needed.
- I will provide a regular time and quiet atmosphere for my child to complete daily homework and study.
- I will assure homework is done in compliance with the homework policy.
- As an advocate for my child I will address any concerns that I may have in a respectful manner.
- I understand that bullying will NOT be tolerated, and any infraction may result in out-of-school suspension and/or expulsion.



## Parent/Guardian Letter of Commitment Signature Page

By signing the Letter of Commitment, I, the parent/guardian, agree to meet the conditions outlined in the above contract in order to best support my child's academic success at Harvest Best Academy.

**\*Please return the signature page to your scholar's teacher.**

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's grade

\_\_\_\_\_  
Date