



ELEMENTARY
HANDBOOK
2017/2018

The Handbook for Parents and Students

Mission Statement

Hartfield Academy is a Christ-centered, college preparatory school which exists to help families prepare their young people academically, emotionally and spiritually to pursue the next stages of their lives with a passion for learning, for putting others ahead of self and for the living and active Jesus Christ.

The fear of the LORD is the beginning of wisdom, and the knowledge of the Holy One is insight. (Proverbs 9:10, ESV)

School Colors: Garnett and Gold

Team Name: Hartfield Hawks

School Motto: Learn Eagerly. Play Skillfully. Live Honorably

Campuses:	West Campus	East Campus
	601-992-5333 1240 Luckney Road Flowood, MS 39232	601-829-4599 6073 Highway 25 Brandon, MS 39047

Hartfield Academy (“Hartfield”) does not discriminate on the basis of race, color, gender, or national and ethnic origin.

PREFACE

The Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Hartfield. Although the Handbook is not intended as a comprehensive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the school. Our policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to various issues.

Commitment to these policies and procedures by students, parents, and staff enables the school to run on a smooth, effective basis. Consistent support of them will produce even more significant and lasting accomplishments for students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this Handbook is to allow parents, students, and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives.

The provisions of this Handbook do not constitute a contract between Hartfield and students or families. Hartfield reserves the right to change the policies, procedures, rules, regulations, and information in the Handbook at any time. The Board of Trustees approves all major changes.

I. ABOUT HARTFIELD ACADEMY

Hartfield exists to bolster Christian families in rearing young people who go on to college and life with a passion for learning, for putting others ahead of self, and for the living and active Jesus! Hartfield is a covenant school. A covenant school is a community of Christian believers who are engaged not only in the important endeavor of education, but in discipleship and spiritual growth as well. All teachers, administrators, trustees, and at least one parent/guardian (and preferably both parents/guardians) of an applicant must affirm his or her Christian commitment and faith. This requirement is in obedience to our call to provide Christian families an educational experience that challenges students to know the Lord Jesus Christ and to develop a vision and practice of excellence, character, leadership and service. Teaching a young person godly discretion, wisdom and discernment is a challenging task, which we believe occurs more abundantly when home, church, and school are in complete accord. In short, Hartfield is a school for Christian families. Hartfield is also a college preparatory school. Therefore, we offer a rigorous and challenging academic curriculum that prepares each student to excel at the collegiate level.

STATEMENT OF FAITH

- We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.
- We believe in the Holy Trinity, one God eternally existent in the three persons – Father, Son, and Holy Spirit – the same in substance, equal in power and glory.
- We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal physical return in power and glory.
- We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.
- We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.
- We believe in the present ministry of the Holy Spirit, by whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling – to walk after the spirit and not after the flesh.
- We believe in the resurrection of the body of both the saved and the lost – they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.
- We believe in the spiritual unity of believers in the Lord Jesus Christ.

OUR EDUCATIONAL PHILOSOPHY

The aim of true Christian education is to encourage the pursuit of knowing God, His created world, and the expressed order found therein. It engages and challenges the mind and heart along the higher paths of intellection while building the heart's capacity for inspiration and revelation. A student who connects the facts, concepts, and principles of a Christ-centered education in a purpose driven and faith integrating catechism for life is challenged to address how he makes decisions in work and scholarship, his admission and acknowledgement of his own place in history, and his character development in light of his commitment to faith in Christ. A Christ-centered education affects every area of life and learning as he develops spiritually, academically, morally, socially, and physically.

OUR CORE VALUES

Truth
Excellence
Service
Leadership
Honor

TRUTH

John 8:31 states, "If you hold to my teaching, you are really my disciples. Then you will know the truth and the truth will set you free." A Christ-centered education invites its students to consider Him who is all Truth as Creator, Savior, and Lord over all of the domains of life. An educational climate and culture where truth is championed enables students to think critically in the classroom and in real life.

EXCELLENCE

Titus 3:8 states, "This is a trustworthy saying. And I want you to stress these things, so that those who have trusted in God may be careful to devote themselves to doing what is good. These things are excellent and profitable for everyone." The Hartfield student in pursuit of excellence will know the standards and principles of "what is good" from a Biblical perspective. He or she will be taught that it is by His grace that we acquire excellence through the exercising of the talents and resources He has given us so that we may glorify Him in all things.

SERVICE

Matthew 20: 26-28 states, "Whoever wants to become great among us must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." The Hartfield student will be taught that service to others is the key to greatness.

LEADERSHIP

Romans 12:8 states, ".if it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully." Leadership first starts with learning how to lead oneself in wise character choices than others. Furthermore, part of the Hartfield experience will be equipping our students with the principles, precepts and practices of leadership so that a Hartfield student may be salt and light in the leadership roles they will assume in the future.

HONOR

John 5: 23 states, ".that all may honor the Son just as they honor the Father. He who does not honor the Son does not honor the Father, who sent him." A culture of honor starts first with giving our all to Jesus Christ knowing that He is the source of our lives. To honor others in the light and grace of God's love we consider others above ourselves by seeking their betterment and growth in Him. By placing others first we honor them and our God.

OUR TEACHERS

The teacher has a personal commitment to the Lord Jesus Christ and demonstrates the love of Jesus to students, parents, and others in the Hartfield community. Every teacher is committed to excellence in education as demonstrated through mastery of their respective subject matter or classroom niche, understanding of child development and learning styles, and possession of the ability to connect not only the subject matter with the student, but to also create a rich environment for learning beyond the text. We believe that to love students is to hold students to high academic standards. Each teacher is expected to possess and practice from a Biblical worldview perspective and continually pursue excellence in their craft. This pursuit allows the community of learners to be one which enlivens the professional climate and culture, where best practice is a continual dialogue amongst the teachers and administration, so that the students see the evidence of truth and excellence personified.

STUDENT OUTCOMES

The educational process that every student undergoes at Hartfield Academy is underscored by a philosophy that every child will be known, guided, and loved for their individuality, their creative and intellectual potential, and for their ultimate call to know Jesus Christ as Lord and Savior. We understand that every child is a “work-in-progress” and that maturity is a lifelong journey of making wise choices. Our role as a school, in partnership with parents and the church, is to use our mission as a guide for the purpose of equipping our students to not just be successful in life, but to make an eternal impact on our culture that emanates from a lifestyle of loving the Lord with all of their heart, mind, soul, and strength, and their neighbor as themselves. (Matthew 22:37-39). The Hartfield man and woman upon earning a diploma will be known as one who embodies the desired outcomes of academic and spiritual preparation that is foundational for pleasing God, serving others, and living a life that is passionate and uncompromisingly noteworthy. The stated outcomes for our students are as follows:

ACADEMIC PREPARATION

Students demonstrate academic preparedness when they:

- a. Cultivate and apply a Biblical worldview. Daniel 1:20 states, “In every matter of wisdom and understanding about which the king questioned them, he found them ten times better than all the magicians and enchanters in his whole kingdom.” The student at Hartfield Academy will be challenged to understand that all truth is God’s truth and be able to defend the narrative of God’s word, the principles of being able to “rightly divide the word of truth” (II Timothy 2:15), and view him or herself as part of the Redemption story for all of mankind.
- b. Write clearly in a variety of expressions and styles (essay, persuasive essay, research, creative writing, poetry etc.).
- c. Speak articulately and with confidence.
- d. Are able to speak knowledgeably in a non-native language.
- e. Demonstrably possess the academic skills to succeed in college (research, written communication skills, note taking, time management, self-awareness, goal setting, critical thinking, etc.) and the test scores that are more than sufficient to enable the student to be accepted to the college of their choice.
- f. Learn how to learn: demonstrate higher order thinking by mastering content and concepts at the baccalaureate level.
- g. Understand their own learning style and can make use of it adaptively in a variety of contexts.
- h. Appreciate various art forms (music, photography, painting, sculpture, graphic design, architecture, etc.) and if talented in the arts, discern and develop the pathway for that God-given expression of His beauty.
- i. Demonstrate a working knowledge of computer functions, software applications, and problem solving in the context of what creates a 21st century learner: learning to learn, becoming an independent thinker, being able to problem solve through collaboration and team work, and be adaptable in a global system of technologies.

CHRISTIAN CHARACTER PREPARATION

Students demonstrate appropriate Christian character when they:

- a. Learn to live with an eternal mindset that exhibits biblical discernment and discretion in decision-making.
- b. Model godly behavior in their roles and relationships in their family, peers, and authority.
- c. Live in such a manner where one's Biblical values will be made evident by what others see versus by what one says.
- d. Live to respect others for their differences.
- e. View living a healthy lifestyle honors God.
- f. Love to learn, love others and live honorably.

PASSION

Students demonstrate a passion for learning and life when they:

- a. Cultivate the life of the mind as stated in Matthew 22: 37-39; to "love the Lord with your mind." Doing so enables the individual to engage their culture with truth, wisdom, and tact. As believers we are called to give a defense for the hope that lies within us (1 Peter 3:15).
- b. Pursue excellence as a lifestyle according to Daniel 1:20, which describe the exiles of Judah as, "ten times better than all the magicians and enchanters in his whole kingdom."
- c. Demonstrate biblical leadership by serving and seeking the good of others first in school, church, civic, political, and social organizations in the community.
- d. Have identified and developed his or her intellectual, artistic, athletic gifts from God and is prepared to use them to His glory for a future vocation according to their interests.
- e. Devote oneself to a strong work ethic that honors God and others (Col. 3:23).

SERVICE

Students demonstrate a lifestyle of service when they:

- a. Are concerned about others above themselves. (Philippians 2:3-4)
- b. Are willing to demonstrate acts of service when inconvenient and, if need be, in areas and countries outside their own level of comfort.(Matthew 28:19-20)
- c. Possess the rudiments of the character traits of humility clothed in strength as Christ modeled it. (Philippians 2: 2-11)
- d. Choose a lifestyle of obedience to seeking first the kingdom of God (Matt. 6:33).

Academic commitments have priority over all other school activities. Students are expected to attend all classes and to complete all course assignments on time. The academic school year will be divided into four nine-week grading periods.

When students need academic assistance, arrangements can be made to meet with the classroom teacher before or after school.

ORGANIZATIONAL STRUCTURE

THE BOARD OF TRUSTEES

The Board of Trustees of Hartfield is composed of individuals who have an objective commitment to the school, who by their own support and leadership contribute to the school's growth and financial well-being, who seek to work voluntarily on a variety of committees, and who, through their leadership in the community, bring recognition and honor to the school. Board members receive no compensation or tuition discounts for their service. In maintaining ethical and professional standards, the Board has delegated the operation of the school to the Head of School. Through the Head of School, parents are informed of appropriate policies and decisions.

HEAD OF SCHOOL

The Head of School is the chief executive officer and responsible for the school's total operation, the evaluation and employment of all personnel, and upholding and evaluating of the school's philosophy, objectives, and standards. The Head of School appoints administrators to assist him/her in implementing the school's mission, formulating and developing basic policies, and overseeing the daily academic and business operation. In the classroom, it is the professional teacher who has the important role of working daily with students to help meet their academic needs. The Head of School's decision is final in all matters of the school's daily operation and enrollment, including the dismissal of students. The Head of School is accountable to the Board of Trustees who, in turn, delegates all educational and other operational matters to the Head of School. The Board of Trustees and the Head of School work together through mutual respect for ethical standards in regard to school policies, standards, and communication.

PRINCIPALS

The elementary and high school/middle school Principals (division heads) report to the Head of School. Each Principal/division head is charged with the comprehensive responsibility for all activities involving students and faculty in their respective divisions and should be the initial point of contact in the administration for matters concerning academic and student affairs. Their specific responsibilities include the following: to act as the educational leader of the school division; to function as the chief articulator of that division's programs, expectations, and behavioral guidelines; to observe, supervise, and help evaluate the faculty in the development and implementation of the curriculum; to provide an orderly, controlled environment; to oversee and direct the activities of the department chairs, sponsors of student organizations, and faculty committees; to make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty; to be a visible presence in all areas of the school working toward a resolution of all problems; to prepare a master school class calendar, serve as a consultant to teachers regarding class management, teaching methods, and procedures; to assist in the admissions process; and to perform other duties assigned by the Head of School.

FACULTY AND STAFF

Members of the faculty and staff are appointed annually based on their dedication to the educational profession, their evidence of a Christ-like walk, their desire to be supportive team members, their observed effectiveness in the classroom, their ability to maintain professional and ethical standards, and their diverse talents and contributions to the total life of the school. As part of the professional and ethical standards, faculty and staff are expected to uphold the philosophy of the school and all school policies. Each Hartfield teacher has a personal commitment to the Lord Jesus Christ and demonstrates the love of Jesus to students, parents, and others in the Hartfield community. Every teacher is committed to excellence in education as demonstrated through mastery of his or her respective subject matter or classroom niche, understanding of child development and learning styles, and possession of the ability to connect not only the subject matter with the student, but to also create a rich environment for learning beyond the text. We believe that to love students is to hold students to high academic standards. Teachers are expected to possess and practice from a Biblical worldview perspective and continually pursue excellence in their craft. This pursuit allows the community of learners to be one which enlivens the professional climate and culture, where best practice is a continual dialogue amongst the teachers and administration, so that the students see the evidence of truth and excellence personified.

II. SCHOOL/OFFICE HOURS AND CARPOOL

SCHOOL HOURS

East Campus	Grades K3 & K4 H/D	Start 7:50 a.m.	Dismissal	11:30 a.m.
East Campus	Grades K3–2nd	Start 7:50 a.m.	Dismissal	2:20 p.m.
West Campus	Grades 3rd–5th	Start 8:00 a.m.	Dismissal	2:40 p.m.
West Campus	Grades 6th–12th	Start 8:00 a.m.	Dismissal	3:05 p.m.

*Early Drop-off starts at 7:15am

**Early Dismissal Times:	Grades K3–2nd	11:30 a.m.	Dismissal
	Grades 3rd–5th	11:45 a.m.	Dismissal
	Grades 6th–12th	12:00 p.m.	Dismissal

Hartfield is open to students at 7:15a.m. **Parents may not drop off students prior to 7:15 a.m.** All students arriving before 7:35a.m. are to go to the cafeteria and remain until they are dismissed to class. Students are considered tardy at 7:50a.m. east campus and 8:00a.m. west campus

OFFICE HOURS

Grades K3–5th	7:30 a.m.–3:30 p.m.
Jr. High/Sr. High School	7:30 a.m.–3:30 p.m.
After School Care-(Hawks Nest)	2:30 p.m.–6:00 p.m.

Hours may vary during holiday and vacation periods.

Summer Office Hours: 8:30a.m. - 2:30 p.m. (Luckney Road campus only)

CARPOOL

Elementary students may be dropped off at 7:15 a.m. Students may go to the cafeteria at both campuses where they will be supervised by teachers until they are dismissed to their classrooms at 7:35 a.m. Starting at 7:35 a.m. students should only be dropped off at the designated carpool stop for their safety. At the East Campus, carpool runs from 7:35 a.m. – 7:50 a.m. on both the K3/K4/K5 and 1st/2nd grade sides and will follow the carpool routine map. At the West Campus, carpool runs from 7:35 a.m. – 8:00 a.m. where 3rd through 5th grade students should be dropped off in the inner lane next to the school.

Each new family will be issued 2 carpool numbers, which will be used in dismissing students during the half day and afternoon carpools. Please keep the carpool number on your car all year. No hand-made numbers will be accepted. No student will be able to be picked up in the carpool line without a school issued carpool number. Parents are not allowed to walk up and get their student from the car pool line, but must remain in their cars and follow the carpool line for pickup and drop-off.

Please do not attempt an early dismissal solely to avoid the carpool line. Except in the case of an emergency, no dismissals will be granted after 2:10 p.m. at the both campuses.

K3/K4 Half day carpool at the East Campus will run from 11:30 a.m. – 11:45 a.m. on the K3/K4/K5 side according to the carpool routine map. Afternoon K3-2nd grade carpool at the East Campus will run from 2:20 p.m. – 2:35 p.m. on both the K3/K4/K5 and 1st/2nd grade sides according to the carpool routine map. Afternoon 3rd-5th grade carpool at the West Campus will run from 2:40 p.m. – 2:55 p.m. in the inner lane next to the school.

K3/K4 half day students remaining on campus after 11:45 a.m., K3-2nd grade students remaining after 2:35 p.m., and 3rd-5th grade students remaining on campus after 2:55 p.m. will be taken to the front office. Parents must come in and sign their student out before they can leave. If a parent is consistently late picking up their student, the Principal will call and ask that you enroll your student in the Hawks Nest program. This service is provided for families that are not able to pick up their students by the end of the school day.

Hartfield Academy staff will not be responsible for buckling or unbuckling students in car seats. In order to move cars along quickly, teachers cannot talk while loading and unloading the students. Students should be ready with all bags closed to step out of the car as soon as they pull up to the teacher to keep the line moving quickly. Please do not pass other cars in the carpool line for safety of all involved.

III. FINANCIAL POLICIES

FINANCIAL OBLIGATIONS

In order to remain at Hartfield, parents or guardians must meet the financial obligations for educational services rendered to their children. Monthly tuition payments are due on the first of each month beginning in June and ending in May. Tuition may be paid monthly, by the semester, or in full. The following general financial policies are applicable to delinquent or unpaid tuition and fees:

- If monthly tuition is past due by 30 days, a late fee of \$30.00 will be added to the tuition for that month on the first day to defray additional administrative and bookkeeping costs. (Requests in writing may be made for special situations to be reviewed by the finance director).
- If tuition or fees remain unpaid at the end of the 30-day period, parents and/or guardians will be asked to keep their children at home until all accounts are paid.
- All accounts must be current in order for students to take semester exams or receive a grade in any course. Grades, transcripts, and/or records will be withheld while tuition or fees are in arrears.
- Check or bank drafts returned for insufficient funds or other reasons will result in an additional charge of \$30.00 to cover administrative and bookkeeping costs.
- Application for registration or enrollment of students will not be considered as long as the family making application is indebted to the school for any past-due amount.
- Seniors will not be permitted to graduate or participate in graduation activities until all tuition and fees are paid in full.

WITHDRAWAL AND REFUND POLICY

If withdrawal occurs, for any reason the parent/responsible party is accountable for any unpaid tuition remaining on the Contract. Any overpayment of tuition (if released from the Contract) will be calculated on a pro rata basis according to the date of withdrawal. Parents wishing to withdraw their child from Hartfield should contact the Director of Admissions, ensuring that all instruments, books and/or uniforms borrowed from the school have been returned and all fines owed to the library or office have been paid. Refunds of tuition will be in accordance with the Refund Policy set out as follows: (Please see Tuition Contract for further stipulations)

- A. To be considered for release from the Contract, a written request must be made to the Business Manager stating the reason for the request.
- B. A letter requesting such must be submitted to the Business Manager with documentation to substantiate the request. If release from the Contract is not granted, the parent(s)/legal guardian(s) may be responsible for the entire tuition amount for the year. Student records may not be released until all tuition and/or penalties have been paid.
- C. Upon release from the Contract, any pre-paid tuition will be refunded on a pro rata basis after deduction of unpaid fees or balances. **All fees are not refundable.**

FINANCIAL ASSISTANCE

A limited amount of financial assistance is available. The process for applying for tuition assistance is completed through FACTS, which gives Hartfield an independent, 3rd party financial recommendation based on several factors submitted by the applicant. Financial aid is distributed on a yearly basis. Applicants must reapply each year and are awarded each year as funds permit.

IV. ILLNESS AND MEDICATION POLICY

COMMUNICABLE DISEASES

Students will not be accepted at school if they have any signs of illness, including fever, severe cold, vomiting, diarrhea, impetigo, pink eye, etc. Students must be free from fever or vomiting for 24 hours without medicine before returning to school (48 hours if diagnosed with the flu). Should students get sick at school, parents will be notified immediately. In the case of head-lice, Hartfield strictly enforces a “no-nit” policy.

PRESCRIPTION/NON-PRESCRIPTION DRUGS

Students may not take medication without the knowledge of the Principal or Head of School. All medication must be kept in the office. Students should never give other students medication (prescription or non-prescription).

Our staff is not medically trained. Students are not permitted to self-administer medication or treatment (with the exception of a breathing inhaler). If students have continuing medication or other medical needs, then parents should make arrangements for students to receive such medication or treatment outside of regular school hours. Parents may request that necessary medication or treatment be administered by a licensed physician, nurse, custodial parent or legal guardian at reasonable times during regular school hours at your own expense. Alternatively, if students require medication during school hours and parents are unable to arrange medical personnel, a custodial parent, or a legal guardian to administer the medication, they may request that the Hartfield office/administration administer medication by completing a Medication Administration Request and Consent Form. This form may be obtained from the Hartfield office. Hartfield reserves the right, in its sole discretion, to approve or deny all such requests. Medication will not be dispensed without written authorization. The only exceptions to the above policy are the use of epi pens in a life threatening situation and the use of medically prescribed asthma inhalers. Parents must sign a statement authorizing Hartfield personnel to administer the epi pen to their student and should supply the epi pen to Hartfield.

IMMUNIZATIONS

All students are required to have on file, by the time school starts, a Mississippi Certificate of Compliance (Form 121) indicating that all immunizations are up to date. Form 121 is available from your physician or health department.

V. PARENT/TEACHER COMMUNICATIONS AND PARENTAL EXPECTATIONS

SCHOOL COMMUNICATION TO PARENTS

Hartfield utilizes various forms of communication in an effort to insure parents and students are informed of school-related issues. Any of the below methods may be used. Note: parents are responsible to promptly notify the school of any change in address or telephone numbers. This information is important to insure proper communication between home and school.

School Webpage

General information can be found on Hartfield's website (www.hartfieldacademy.org). The homepage is updated often and the school calendar found on the website is continually updated as the year progresses.

RenWeb

RenWeb is a web-based information system through which parents and students may access information about grades and assignments (both missed and forthcoming). Grades are posted by Tuesday. RenWeb provides an e-mail system enabling parents and teachers to communicate about academic/behavior matters.

School-Wide Email

Periodic emails are regularly sent regarding school announcements and calendar dates and events. Please notify the office if you are not receiving these emails.

Parent Alert

In a world of "on the go" communication we will be using text messaging on a regular basis to send out reminders of important events, change of events, school closings or delays and more. It is important that we have your current cell phone number in order for you to receive these ongoing messages.

PARENT COMMUNICATION TO SCHOOL

Teachers make every effort to inform parents of their child's progress and needs. However if a need arises to contact a teacher or a member of the administration, there are several methods available to parents.

Email

Email is the primary and first method of communication that parents should utilize to obtain general information or to obtain quick clarification on a given issue. Please note that teachers are functioning in an instructional and supervisory role during the day. Our goal is for emails requiring a response to be answered within 24 hours. Faculty/staff email addresses are: first initial, last name@hartfield.org.

Conference

If parents need more detailed information or would like to discuss a concern, a conference may be requested through the teacher or the Principal's office. Conferences should be scheduled at least a day in advance. Please do not engage in detailed discussions or attempt to conference with a teacher informally (such as during a teacher's lunch, in the hallway, in carpool, on field trips, or at Back to School Night) without scheduling a conference.

Teachers are instructed not to discuss other students in parent/teacher conferences. Comparisons with other students are not allowed. Only parents or legal guardians may participate in parent/teacher conferences. Any exceptions to this policy must be approved by the Head of School or Elementary Principal.

Telephone

Parents may call the office to leave a message for teachers. Our goal is for teachers to return phone calls within 24 hours. Additionally, teachers may choose to provide parents with their personal phone numbers but please remember that is their option. The school office will not provide teachers' phone numbers. Please be respectful of teacher's family time and do not call them at home unless it is an emergency. Please do not call a teacher at his/her residence or on their cell phone unless permission has been granted by the teacher.

COMPLAINTS AND CONCERNS

When concerns or disagreements arise, Hartfield's policy, which has been adopted by the Board of Trustees, is based on Matthew 18:15-17:

- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not resolved at this level through direct contact, it should then be brought to the Principal.
- If it still is not resolved at this level, it should then be presented to the Head of School for his consideration and final decision.

Hartfield believes that a positive and constructive working relationship between the school and students' parents (or guardians) is essential to the fulfillment of its mission. Discussions regarding complaints or concerns should always center on facts and direct observations and be confidential in nature. Parents should respect and adhere to the professional observations and judgment of the faculty. Thus, Hartfield reserves the right to dismiss or not re-enroll students if it reasonably concludes that the actions of parents (or guardians) make a positive and constructive relationship impossible or is not in the child's best interest or otherwise seriously interferes with the school's accomplishment of its educational purposes. In a case such as this, there will be no refund of tuition or fees.

VI. ATTENDANCE GUIDELINES

ABSENCES AND TARDIES

Regular and punctual attendance is expected of all students and is necessary for successful achievement in school. All students in grades K5–5th are held accountable for absences and tardies. Students who are absent from school in excess of twenty days during any school calendar year are required to repeat the grade. To appeal, written justification must be presented to the Head of School/Elementary Principal who will make a recommendation to the Hartfield Board of Directors.

Absences are defined as follows:

- A full day absence is assigned if students miss all day
- A half day absence is assigned if students miss more than three hours of school in a day.
- Note: three tardies/early dismissals equal one absence.

East Campus (K3-2nd)

- 7:50 a.m. – 10:50 a.m. – Tardy
- 10:51 a.m. – 11:19 a.m. – ½ Day Absence
- 11:20 a.m. – 2:20 p.m. – Early Dismissal

West Campus (3rd – 5th)

- 8:00 a.m. – 11:00 a.m. – Tardy
- 11:01 a.m. – 11:39 a.m. – ½ Day Absence
- 11:40 a.m. – 2:40 p.m. – Early Dismissal

If students are absent due to illness, emergency, or death in the family, parents should contact the school office or teacher on the day of the absence. Make-up work can be picked up (in the office) at 3:30 that day. Parents should notify the Elementary Principal of any anticipated absences for reasons other than illness. Parents should notify teachers one week in advance to make arrangements for missed work prior to the absence. Makeup work is conducted in accordance with Hartfield's academic policies and procedures. We ask that families schedule trips only during the numerous non-school days in the year.

VII. ACADEMIC POLICIES AND PROCEDURES

Academic commitments have priority over all other school activities. The academic school year will be divided into four nine-week grading periods.

GRADING

The following grading system is used for Kindergarten:

- 3: Consistently meets requirements
- 2: Developing skills necessary to meet requirements
- 1: Needs improvement to meet requirements

The following grading system is used for grades 1st – 5th:

Conduct

Conduct grades are as follows:

- S: Satisfactory
- N: Needs improvement
- U: Unsatisfactory

Grade Equivalency Chart

A grade is a symbol used by teachers to impart information to students, parents, and other individuals and institutions with a legitimate need for the information. Grades are teachers' best assessment of students' performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills. All grades entered on the academic transcript are numeric.

A	90–100
B	80–89
C	70–79
F	69 and below

HOMEWORK

Every attempt is made to limit homework so that it is not excessive. However, homework is an integral part of the learning experience and is used by teachers to reinforce learning and foster responsibility. Homework procedures and expectations will be discussed on Back to School Night at the beginning of each year by the teacher. The average length of time to complete homework should be one to two hours per night, including studying time. Homework will connect to daily in-class learning and will be checked daily. While students may have studying homework on Wednesday nights, no written homework will be assigned.

Folders are sent home daily and include important correspondence from teachers including daily work and classroom notes. Each Tuesday, important papers requiring a parent's signature will be placed in students' folders and should be returned on Wednesday.

MAKE-UP WORK

Students who are absent due to illness have the number of days they are absent to make up the work that was missed. Students who miss school due to a school-related activity are not allowed extra time to make up their work and the test or assignment is due as scheduled when returning to school. Arranging for make-up work is the responsibility of the student/parent when students return to school after work is missed. All make-up work not completed within the above time frame will result in zeroes for all class work missed. Long-term assignments are due on the date given, even if the student is absent.

REPORT CARDS

All students in grades K5–5th receive report cards every nine weeks. Kindergarten is non-graded. 1st-5th grade student grades may be reviewed daily through RenWeb.

PROMOTION REQUIREMENTS

Three very important factors are involved in promotion – academic progress, the ability of the child to handle classroom work habits/expectations, and the maturity level of the child. Very few elementary students at Hartfield fail specific subjects or grade levels. It is felt, however, that some children who can do grade level work or slightly below are not prepared for the next year at the Academy, due to its challenging academic expectations. The school reserves the right to retain a student in such circumstances even though he may not be making failing grades. Some children may make satisfactory academic progress, but their maturity level may not be commensurate with that of their peers. As a result, they may need to repeat a grade.

The following is required for students to achieve promotion:

Kindergarten

- Participation in scripture memory verses
- Pass K5 end of year assessment
- Achievement test scores are on grade level
- Teacher recommendation for promotion
- Less than 20 absences

1st Grade

- An average of 70 or higher in Reading, English, and Math. An average of 80 or higher indicates a readiness for the next grade level.
- 1st grade promotion will be based on the second semester grades.
- Acceptable evaluation of Bible, Spelling, and Handwriting by the classroom teacher.
- Star reading level is on grade level at end of the year: (2.0). If Star reading is below grade level, promotion may be denied.
- Achievement test scores are on grade level
- Teacher recommendation for promotion
- Less than 20 absences

2nd – 3rd Grade

- An average of 70 or higher in Reading, English, and Math. An average of 80 or higher indicates a readiness for the next grade level.
- Acceptable evaluation of Bible, Spelling, and Handwriting by the classroom teacher.
- Star reading level is on grade level at end of the year: (2nd- 3.0; 3rd - 4.0). If Star reading is below grade level, promotion may be denied.

- Achievement test scores are on grade level
- Teacher recommendation for promotion
- Less than 20 absences

4th – 5th Grade

- An average of 70 or higher in Reading, English, Math, Social Studies and Science. An average of 80 or higher indicates a readiness for the next grade level.
- Acceptable evaluation of Bible, Spelling, and Handwriting by the classroom teacher.
- Star reading level is on grade level at end of the year: (4th-5.0; 5th-6.0). If Star reading is below grade level, promotion may be denied.
- Achievement test scores are on grade level
- Teacher recommendation for promotion
- Less than 20 absences

VIII. DISCIPLINE

To provide a framework for accomplishing our mission statement, the discipline system at Hartfield is designed to create a safe environment for our Hartfield community that “nurtures the spiritual, academic, physical, and social growth of our students.” The intent is to seek to establish a clear standard of behavior based upon Biblical truth.

The Hartfield community believes this safe and nurturing environment is best achieved within an atmosphere of clear consequences for unacceptable behavior tempered with grace and mercy. Students must understand their choices produce consequences – positive consequences for honorable behavior and negative consequences for dishonorable behavior. Students should understand they will be held accountable for their actions.

Attendance at Hartfield is a privilege. The hope and desire of the Hartfield community is that each student will remain a member of Hartfield for as long as he/she chooses. However, poor choices or habitual discipline problems may make it necessary to remove a student from the Hartfield community.

Respect for the authority of staff members is expected at all times either in or out of school. Disrespectful conduct or attitude, disruptions in class, unruly behavior, or repeated violations of school policy will not be allowed. Biting, fighting, or spitting on another student are not tolerated. When serious offenses occur, parents may be asked to pick up their student for the remainder of the day. Repeated violations may result in suspension or dismissal (without any refund of tuition).

Each teacher is responsible for discipline of students when under their authority. All teachers will use a consistent discipline plan which includes visible system, warning, disciplinary action by the teacher, and/or referral to the administration. Parents will be notified by the Head of School or Elementary Principal of all referrals to the administration. Once referred to the administration, disciplinary action may include any of the following: after school detention, out of school suspension (for remainder of day or longer), and/or dismissal from school (without refund). Hartfield administration will determine the severity and necessary course of action in dealing with these behaviors.

A Discipline Notice will be written at the discretion of the teachers, staff, and Principal of Hartfield Academy and will be kept in the student’s permanent record.

K3/K4 BEHAVIOR GUIDELINES

The following guidelines will be followed if a student receives a behavior report from the teacher:

- 1st – behavior report goes home to be signed – teacher has a phone conference with parents
- 2nd – behavior report goes home to be signed – teacher has a face-to-face conference with parents
- 3rd – behavior report goes home to be signed – teacher sets up a conference with the Assistant Principal and parents

If there is a consistent pattern of behavior that happens more than 3 times, the student will receive a formal discipline note from the office. A conference will be set up by the teacher with the parents and the Principal to discuss the plan moving forward.

Parents will be asked to come to the school to discipline their child if a formal discipline note is given from the office.

IX. MISCELLANEOUS POLICIES

NON-DISCRIMINATORY POLICY

Hartfield does not discriminate on the basis of race, gender, country of origin, or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school-administered programs.

POLICY FOR VIDEO TAPING

Hartfield Academy reserves the right to use photographs and video footage of students in school produced materials including but not limited to web sites, brochures, posters, other printed materials, and other programming. Students may be identified by name to provide them with recognition opportunities when appropriate. If a parent does not wish their child's image to be used in such materials, they may indicate such in the applicable section of the family/tuition contract or otherwise inform the Hartfield Academy Administration in writing.

Hartfield Academy also reserves the right to video students in the classroom or other common areas for security purposes, instructional purposes or to assist the Administration and/or parent in reviewing a student's behavior.

TEXTBOOKS

Textbooks are purchased and owned by the school. In some cases, teachers may request that students purchase their own book for the express purpose of being able to write in the book. (This does not apply for workbooks – they may be written in and are provided by the school.) Hardback books are required to be covered. Parents assume full responsibility for the textbooks. The following fines will be levied for damage to textbooks.

- Binding/spine damage, cleanliness – 50% of retail cost
- Water damage, usable – 25% of retail cost
- Writing in book – 15% of retail cost
- Books needing rebinding due to student abuse or neglect - \$18.00
- Lost or damaged and not usable – Full retail cost of a new book

FIDGET POLICY

The intention of a fidget object is for students to be attentive and present with active participation in the classroom. Use of a fidget object is a privilege bestowed at the sole discretion of teachers and administrators of Hartfield Academy. Appropriate documentation for a fidget object is required. Misuse of fidget objects will result in revocation of such privilege.

HARTFIELD LOGOS

The Hartfield brand belongs to Hartfield and is protected in order to preserve the unique nature that Hartfield possesses. All colors and designs are rigidly protected. No reproduction of any facet of the Hartfield brand may be created or used for any purpose without the expressed written permission of the Head of School.

ADVERTISING AND DISTRIBUTION OF MATERIALS

No part of Hartfield, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political, or other non-school agency or organization, or individual without the written permission of the Head of School.

FUNDRAISING

Fundraising efforts should be coordinated to support the mission, objectives, programs, and current needs of Hartfield. Fundraising efforts are limited to school organizations or school-sponsored events and must be approved by the Head of School. This includes all Hartfield organizations including any group in which fundraising is conducted to help supplement existing budgets (academics, athletics, and fine arts) or for those supporting outside organizations or causes.

SELLING OF MERCHANDISE

Students may not sell any product for any reason at Hartfield or its sponsored activities unless otherwise approved by the administration.

VISITORS AND LUNCH

Parents and visitors are welcome to Hartfield. All parents and visitors should sign in at the front office for proper authorization and to receive a visitor's pass. Teacher approval is required before visitors are allowed in the classroom. Please be respectful of teachers and their classroom schedules.

Parents are welcome to eat lunch with their student only on Friday.

No outside food or drink may be brought to the cafeteria or to the front office. A student must either bring their own lunch or purchase at the cafeteria. The only exception will be on Fridays.

Birthdays

The following guidelines are applicable to birthdays:

- Invitations will not be sent home unless every student in the class is invited. The only exception is all-girl or all-boy parties in which every girl or every boy is invited.
- Birthday parties will not be held during school hours on school property and birthday cakes, candles, balloons, flowers or gifts are not allowed at school. Parents are encouraged to send a special treat or other refreshments for snack time after making arrangements in advance with their student's teacher.
- Any other type of birthday celebration, such as those involving special carpool arrangements, must be cleared with the Elementary Principal.

POTTY TRAINING GUIDELINES:

K3/K4 STUDENTS

All students must be potty trained.

Students must have a change of clothes which will include a Parker uniform shirt, uniform shorts/pants, underwear and socks in a zip lock bag labeled with the student's name in case of accidents. This change of clothes must stay in their tote bag.

In the event that the student does have an accident, the teacher will change their clothes up to (3) times. The procedures will be:

1st time – teacher changes student – teacher has a phone conference with the parents

2nd time – teacher changes student – teacher sets up a face-to-face conference with the parents

3rd time – teacher changes student – teacher sets up a conference with the Assistant Principal and parents

After the teacher has changed the student's clothes (3) times, the parents will be called to come to the school and change the student. The procedures from this point forward will be:

1st time – parent changes student – teacher has a phone conference with the parents

2nd time – parent changes student – teacher sets up a face-to-face conference with the parents

3rd time – parent changes student – teacher sets up a conference with the Assistant Principal and parents

After the parents have been called to the school (4) times to change the student, the teacher will set up a conference with the Elementary Principal and the parents to discuss whether or not the student is potty trained and ready to attend school.

BOOK BAGS

No rolling bags are permitted unless approved in writing by the Elementary Principal.

LOST AND FOUND

It is highly encouraged for parents to label their student's personal items brought to school (i.e. backpack, lunch box, jackets, sweaters, personal books from home, etc.). Teachers and staff on duty will make every effort to ensure labeled items are returned to its owner. Items not claimed or returned to its rightful owner will be placed in the Lost and Found located in the storage room by the front office at the west campus and in the front office of the east campus.

DISMISSALS

Students are not allowed to leave school at any time with anyone other than the person(s) designated on their registration card. If it is necessary for someone else to pick up, please send a signed note to the teacher. This is to prevent misunderstandings and is for your student's protection.

ELECTRONICS/CELL PHONES

Students may not use (for any purpose) cell phones, iPads, iPods, or any type of electronic device during the school day unless otherwise permitted by the Principal. We understand the need for cell phones; however, once a student arrives at school until they are picked up they must be turned off and must stay in the student's bag. The possession and use of a cell phone is strictly prohibited at school.

3rd-5th grade students may use an approved **E-reader only device** to read books in class for Accelerated Reader. The E-reader must first be approved by the Principal who will have a list of students who are using approved devices. In order to have the device approved, the criteria below must be followed:

- E-reader only for the purpose of reading books.
- The school's Wi-Fi network may not be used. New books must be downloaded at home.
- The teachers/administrators have permission at any time to check the E-reader.
- Hartfield is not responsible for the loss or damage to any E-reader which might occur on campus.

If a student uses any device in the school that is not approved, the following policy will be followed.

First Offense: The device will be taken to the Principal's office and can be picked up by the parent after 2:40.

Second Offense: The device will be taken to the Principal's office and can be picked up by the parent after 3 days.

Third Offense: The device will be taken to the Principal's office, the student will serve in after school detention, and a conference will be scheduled with the parents. The device may be picked up at the conference and the student will not be allowed to bring the device back to school for the rest of the year.

FIELD TRIPS

Classroom teachers will organize the logistics of field trips and assign drivers, cars, and riders. An off-campus form must be signed by a parent for students to attend field trips. All students are required to wear seat belts and or sit in applicable car seats while being transported to and from field trips. No student is allowed to ride on the front passenger side of an automobile where an air bag is present (except the student of the owner of the vehicle). All students will return to the school at the end of the field trip unless other arrangements have been approved by the Elementary Principal. The Parker garnet polo and any Parker uniform bottoms should be worn on all field trips. Souvenir purchasing is prohibited unless prior arrangements have been made with the teacher. Only parents, grandparents, or legal guardians may participate on field trips. Any exceptions to this policy must be approved by the Head of School or Elementary Principal. **Siblings are not allowed to attend field trips.**

SCHOOL PARTIES

Hartfield celebrates Christmas, Valentine's Day, Easter, and the End-of-the-Year. Homeroom parents are responsible for planning and coordinating of parties, but the school has guidelines which must be followed. These guidelines will be explained at the first homeroom parent meeting. All parents are urged to assist with the parties as needed. One game or activity in which all students can participate should be planned. Expensive favors and activities are discouraged.

HARASSMENT

Harassment is a behavior, which is an act that is unwanted and repeated. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group. Harassment can be physical, racial, verbal, or sexual. Harassment is not allowed at Hartfield. Students who engage in harassing behaviors toward others are subject to disciplinary action, which may include suspension or expulsion.

INCLEMENT WEATHER

The closing or early dismissal of school due to inclement weather will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of the closing of school. The school administration endeavors to make decisions in this regard as early as possible. When school is closed for inclement weather, all events for that day, including practices or evening activities, will be cancelled.

Parents will be notified through the RenWeb Parent Alert System. We will also announce school closing and/or early closing information through local media.

In the event of a tornado warning, all students will be moved to places of maximum safety. To maintain order and protect students, parents will not be allowed to pick up a student during a warning.

REQUIRED WITHDRAWAL

Hartfield reserves the right to require a student's withdrawal from school during the school year for justifiable causes (i.e., medical, behavioral or academic) or as outlined in the Family Contract. A student will be required to withdraw when the student's continued enrollment at Hartfield is deemed not in the best interest of the student or the school or if the student's behavior has become unduly disruptive to the school's educational environment. Additionally, repeated and consistent negativity toward the school, its students, teachers, or staff and/or repeated violation of policies may be cause for Hartfield to deny re-admission. Refunds of tuition will be in accordance with the refund policy.

X. STUDENT DRESS CODE POLICY

Dress is an outer manifestation of inner attitudes and students are expected to dress in a manner which conforms to the dress code at Hartfield. Uniforms are worn to help build school pride, to develop self-confidence, and to foster discipline and conformity. Parents and students are asked to cooperate. Any changes or variations due to the nature of a field trip or school function will be clearly stated by the teacher. The administration of Hartfield reserves the right to adjust this policy and make decisions on future modes of dress not outlined in the dress code that would distract from the educational process or draw attention. Dress code infractions will be handled by the faculty and administration.

PURCHASING REQUIREMENT:

All uniforms must be purchased from Parker Uniform Supply. (Exceptions are: belts, socks, leggings, and shoes)
Please note *No pants or shorts bought elsewhere are accepted*. No additional/personal monogramming of uniforms is allowed.

GIRLS REQUIREMENTS:

- K3-2nd grade: plaid a-line jumper (with modesty shorts) with white peter pan blouse or plaid skort (with modesty shorts) with white sailor blouse and tie
- 3rd-5th grade: plaid skort (with modesty shorts) with white sailor blouse and tie
- Plaid skirt, khaki skort, skirt, capris, shorts or pants – *Length must be no shorter than the end of the hand*
- Garnet, white or black polo shirt
- Only plain white undergarments may be worn under the white shirts
- Leggings or tights: Any solid white, black or gray
- No distracting hairstyles, colors, hair extensions, or beach braids. All headbands and bows must be school colors of garnet, white, black, gray, or gold. They may not be excessively large or distracting.
- Jewelry is to be modest – no inappropriate style may be worn

BOYS REQUIREMENTS:

- Khaki pants or shorts
- White, black or garnet polo shirt (long or short sleeve) – all shirts must be tucked in during school hours.
- Brown or black belt must be worn with shorts or pants (unless the pants do not include belt loops).
- Only plain white undershirts may be worn under the white shirts.
- Hair: Must be neat, trimmed and not distracting. Hair may not hang over the eyebrows, ears & shirt collars.

ALL STUDENTS:

- Uniforms will be worn each day of the week (Monday-Friday).
- Socks: may not be distracting.
- Hats or caps are not to be worn in the school buildings.
- All outerwear must be any **solid** white, black or gray jacket or any outerwear sold by Hartfield that are school colors. This includes extremely cold days. They do not have to be purchased from Parker.
- No hooded sweatshirts will be allowed on any day.

Shoe Policy:

- Tennis shoes (any color but not distracting)
- All other shoes (closed toe/closed heel), not be distracting and no more than 1 ½ inch heel. Boots, flip flops or sandals of any kind may not be worn.

Field Trips:

- Required uniform for boys and girls: Parker garnet polo and any Parker bottom