

Thomas Hart Academy Parent/Guardian-Student Handbook 2021-2022

Established in 1970, Thomas Hart Academy is an independent, coeducational, non-discriminatory day school enrolling approximately 170 students in grades K2-8. Thomas Hart Academy does not discriminate on the basis of sex, gender, socioeconomic status, race, color, religion, or national or ethnic origin. Thomas Hart Academy is a member of and accredited by the South Carolina Independent School Association and strongly supports the association's regulations in academics.

Acknowledgement

After reading the Parent/Guardian/Student Handbook 2021-2022 and the THA Covid-19 Policy 2021-2022, please discuss all of the information that is appropriate with your student(s), sign the acknowledgement on pages 18 (parent/legal guardian), and return the signed form to school on registration day.

Mission of our School

Thomas Hart Academy is committed to the academic and emotional well-being of its students by focusing on the individual child and fostering a love of learning within a safe, nurturing environment.

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I. Arrival and Departure

- A. All campus buildings open at 7:30 am. The school cannot accept responsibility for students arriving prior to that time. Early Care “Early Bird” drop-off is a billed service and begins at 7:00 am in the library. Students will be supervised until 7:30am, at which time they will be escorted to their classrooms.
- B. School ends at 2:30 (2:20 for kindergarten), and students are expected to be off campus by 2:45 unless attending a school function or prior arrangements have been made with a teacher, coach, club sponsor, or the school office. Students who have not been picked up by 2:45 will report to the After School Program. A charge will be assessed.
- C. If a student needs to leave school before the end of the school day, a written note from the parent must be turned in to the office that morning. The note should state the time of departure, the name of the person picking up the student, and the date/time the student will return to school
- D. All students must be signed-out when leaving for early dismissal and signed-in upon return. The parent or authorized person must report to the office when signing a student out and when signing the student back into school again.
- E. Students/parents are responsible for obtaining missed classwork or homework assignments.

II. Attendance, Tardies, Absences

Class attendance and punctuality are essential to academic growth which should be a top priority for Thomas Hart students, parents, and faculty. Students are expected to arrive on campus early enough to be in their classroom by 8:00 and remain on campus until 2:30.

A. Tardies

1. Promptness encourages an atmosphere of responsibility and respect.
2. Students arriving after 8:00 am are required to report to the office with a parent.
3. A student who arrives late, (after 8:00) must report directly to the office to receive a “pass to class.” Tardy students will not be admitted to class without the proper pass.
4. Four tardies are allowed each 9-week quarter. Commencing with the 5th tardy each quarter, the family will be assessed a \$5 late fee for each tardy thereafter during the remainder of the quarter.
5. Tardy charges will be billed within each month’s billing cycle.

B. Absences

1. School policy allows a total of 15 absences during the school year. These do not include field trips, SCISA competitions, athletic events, and the like. If fifteen absences are exceeded, time will be made up after school hours. This consequence applies to students in grades 1-8. Eighth graders who are taking a course for high school credit may not exceed 10 class absences or credit for the course(s) may be denied. If ten absences are exceeded, the time missed must be made up on a minute for minute basis outside of school hours and charges will apply.
2. It is advised that a written note from a physician be submitted to the office whenever a child is absent due to illness. These notes will be considered in the event of extenuating circumstances when “severe and extensive illnesses” occur. The goal of the attendance policy is not to punish students but to reinforce the importance of classroom attendance.
3. Parents have a genuine responsibility to emphasize the importance of school attendance to their children.
4. Students must be counted present at school on the day of any athletic or extracurricular event in order to participate. (ie; school dances, social events or activities, etc.)
5. One educational trip per year with parents or a guardian will be excused if the trip does not exceed five days. The school must be notified one week in advance. Written excuses stating the reasons for the absence are required.

III. Grading Practices

- A. Classes in the following disciplines are considered core classes: Language Arts, Mathematics, Science, Social Studies, Latin, and Computer Applications.
- B. The following classes are considered to be special area classes: Art, Physical Education, Music, Library, Foreign Language, and Media.
- C. The academic year is divided into four, nine-week grading periods. Grades will be calculated and sent to parents at the end of each grading period.
- D. The following grading scale will be used for core classes:
 - 1. K2-K5: Written anecdotal comments and age-appropriate checklists will be distributed twice a year (mid and end of year)
 - 2. Grades 1-8:

A	90 – 100	Excellent Achievement
B	80 – 89	Above Average Achievement
C	70 – 79	Satisfactory Achievement
D	60 – 69	Improvement Needed
F	below 60	Unsatisfactory Achievement
- E. The following grades will be used for special area classes:
 - E – Excellent -Always participates, always cooperates, exceeds teacher expectations
 - S – Satisfactory -Usually participates, usually cooperates, often exceeds teacher expectations
 - N – Needs Improvement -Inconsistent participation and cooperation
 - U – Unsatisfactory -Unacceptable participation and cooperation

IV. Report Cards

- A. *Interim Reports* – Interim grade reports for all classes will be issued to students in grades 1-8 at the midpoint of each nine-week grading period. The purpose of interims is to inform parents of the academic progress of their children. There are no interim reports in kindergarten or first grade.
- B. *Report Cards* – In grades 1-8, parents will receive report cards at the completion of each nine-week grading period. The final report card will include a first semester average (the average of the first and second quarter grades) and the second semester average (the average of the third and fourth quarter grades). The year-end average will be the average of the first and second semester grades. At the end of the year, report cards will be held by the school until all financial obligations are satisfied.

V. Homework

Homework is considered an integral component of our academic program. It is expected that students complete a reasonable and age-appropriate amount of homework each week. Homework will be assigned by the classroom teachers and will be kept to an age/grade appropriate level.

- A. Homework for grades 1-8 will be posted online.
- B. Students will have 3 days to make up missed work.

VI. Tests/Exams/Standardized Testing

- A. Test days - Teachers will coordinate the testing of students so that no more than two major tests in core classes will be given on the same day. Quizzes and project due dates may fall on any day regardless of tests being given.
- B. Examinations – Students in grades 6-8 will take semester examinations in December and May. December exams cover material studied during the first semester. May exams will cover primarily second semester material. The December exam will count 20% of the first semester grade; the May exam will count 20% of the second semester grade. Sixth graders will take December and May exams, however, these exam grades will be counted as 1 to 2 test grades as determined by each teacher towards the semester average. The exam period will be ninety minutes in length. Students will be given extra time if necessary. A student in the eighth grade may be exempt from a second semester final examination, if four days prior to the exam, he has maintained a 90 average or higher in that course for the entire year.
- C. Standardized Testing – The Stanford Ten Achievement Test and the Otis-Lennon School Ability Test may be administered each spring to students in grades 1-8. Eighth graders may be given the option of taking the PSAT in the fall.

VII. Recognition of Academic Achievement

Students in grades 1-8 will be recognized for excellence in each grading period and for end-of-the-year grades.

- A. Principal Honor Roll – To be eligible for the Co-Principals Honor Roll, a student must have an end of year average of 90 or higher in all core classes and all specialty grades of “Excellent.”
- B. Faculty Honor Roll – To be eligible for the Faculty Honor Roll, a student must have an end of year average of 85 with no grade lower than an 80 in all core classes and no specialty grade lower than “Satisfactory.”
- C. Year-End Honors – Failure to attain a particular honor roll category for one or more grading periods does not necessarily preclude a student from receiving recognition for any honor roll category at the Final Awards Assembly as long as the following requirements are met: Co-Principals Honors are awarded to students who achieve an overall average of 90 or higher in the core subjects. Faculty Honors are awarded to those students with an overall average of 85.
- D. Valedictorian and Salutatorian - The two eighth grade students who have the highest GPA’s, including weighted courses, will be selected as the Valedictorian and Salutatorian of the graduating class and will speak at the 8th grade graduation ceremony.
- E. Academic Marshals - Seventh grade students with the highest GPAs will be selected as Marshals for the eighth grade graduation ceremony.

*Honors Courses will follow the SC Department of Education Uniform Grading Policy Conversions to determine weight equivalent.

VIII. Acceptance of New Students

- A. Prospective students in preschool- 1st grade will be assessed to determine if the child is being appropriately placed based on ability and maturity. Parents of prospective students in grades 2nd-8th must provide transcripts/permanent records, and disciplinary records from their previous school(s). The records, grades, and test scores will be reviewed by the Academic Advisor and/or Co-Principals to determine acceptance.
- B. Academic advisors, teachers, and/or Co-Principals may also participate in the determination of acceptance of any student into Thomas Hart Academy. All students are accepted on a probationary period.

IX. Retention of Students

- A. In addition to academic progress, other factors such as age, maturity level, emotional growth, and confidence significantly impact student readiness. Student placement will be determined through conversations involving parent, teacher, and if appropriate, administration. There should be no surprises as to placement at the end of the year.
- B. In many cases, poor academic performance is more a factor of maturity or learning differences than intellectual ability. In all situations involving academically struggling students, the school and parents will work closely together to determine the best course of action.

X. Parent Communication

Student work and announcements for the week will be sent home on Tuesdays. Parents are asked to sign all graded papers and return them in the folders by Thursday. Also, announcements, reminders, calendar changes etc. are posted on the school's website (www.mytha.net). A THA weekly email will be sent on Tuesdays. School Closings/cancellations or emergencies will be communicated via email, social media and Remind 101. Co-Principals will have designated office hours. Please be mindful that you must schedule an appointment 24 hours prior if you wish to meet with all co-principals. Issues may arise that require immediate attention. Accommodations will be made as soon as possible.

XI. Parent-Teacher Conferences

A combination of conferences, phone calls, interim reports, and report cards are means of communicating student progress. Conferences may be scheduled by parents or teachers as needed. To ensure adequate time and preparation for conferences, an appointment should be made in advance with the teacher or through the office. It is best for conferences to be scheduled during a teacher's planning period or after school.

XII. Medications at School

- A. All medications must be kept in the school office or designated location. Students are not permitted to keep medication in the classroom or on their persons.
- B. In order for the school to give medications during school hours, written consent from the parent/guardian must be on file in the school office. If the child will be taking medication all year or for several months, the parent's written consent must be on the school's Medication Information and Consent Form. Medication that will only be given for a few days or weeks (antibiotics, antihistamines, cough medication, etc.) needs only a handwritten parent note. The handwritten consent needs to include the date, child's name, medication, dosage, time and number of days to be given.
 - 1. Prescription medication must come to school in a labeled prescription container. The label must include the date, child's name, medication, dosage, time, number of times to be given, and the physician's name. Over-the-counter medications are to be kept in the original container. Medication that comes to school in an envelope, baggie, or improperly marked container will not be administered.
 - 2. A physician's signature is required on the appropriate form if a child takes any "controlled substance." Controlled substances are kept under lock and key, and a log is kept every time this medication is dispensed.

XIII. Campus Safety/Visitors

- A. Access to School Buildings – The school buildings will be open at 7:30 am each morning for students and faculty only. Parents/guardians are not allowed access inside school buildings between the hours of 7:30 am-2:30 pm without prior consent through the school office and your child’s teacher(s). This is for the well-being of our students and to maintain a safe, consistent educational environment without disruptions/distractions.
- B. Emergency Drills – Emergency drills will be conducted throughout the school year to ensure that students and staff are familiar with procedures. Drills to be practiced include fire and severe weather, emergency evacuation, and intruder alert and lock downs. A booklet of procedures and directions is posted in each classroom and other places where children congregate during the day.
- C. The school is secured by a controlled access system.
- D. Parents are invited to visit classes but only with prior arrangement with the teacher or office. Parents should not interrupt class proceedings. If a parent needs to drop off something or give his child a message, it must go through the office so as not to interfere with the learning environment in the classroom.
- E. Students from other schools are not allowed to visit friends at THA during school hours without permission from the Co-Principals.

XIV. Field Trips

Field trips are a fundamental part of the educational program at THA. They are encouraged as a means of supporting the curriculum and philosophy of the school. Field trips support and relate to activities taking place in the classroom, will be educational in the broad sense of the word, or be team-building in nature. Field trips are organized and conducted for the benefit of children. While we depend on the assistance of parents to help with logistics and ensure the safety of children, we hope to limit the number of parents in grades 4-8 attending a field trip who have not been selected as the designated chaperones. The school believes in encouraging parents to allow their children to experience field trips without their direct supervision.

In an effort to provide safe transportation for field trips, all chaperones are required to have the following information on file in the school office before being allowed to drive children on field trips:

1. Copy of current driver’s license
2. Copy of automobile insurance
3. A statement from the Division of Motor Vehicles attesting to a safe driving record
4. A SLED check*
5. Child Protection Program form*
6. Read and sign the chaperone agreement form*

*These documents are required for all adults interacting with THA students. Final chaperone decisions may be left up to the discretion of the sponsoring teacher and/or Co-Principals.

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Child Passenger Restraint Regulations

In transporting children on field trips, Thomas Hart Academy will adhere to the following guidelines set forth in the South Carolina Passenger Restraint Law:

- 1) Children 1-5 years old weighing 20-40 pounds must be restrained in a forward-facing child safety seat.
- 2) Children 1-5 years old weighing 40-80 pounds must be secured in a belt-positioning booster seat. The belt-positioning booster seat must be used with both lap and shoulder belts. A booster seat must not be used with a lap belt alone.
- 3) Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the edge without slouching. These children may be restrained in adult safety belts.
- 4) Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear seats or if all other rear passenger seats are occupied by children less than 6 years old.
- 5) Transportation of children with an insufficient number of restraint devices: If all the seating with restraint devices are occupied by children under the age of 6 years, a child may be transported in the front seat, and the driver of the motor vehicle is not in violation of the provisions of this article, but priority must be given to children under the age of six years, according to their ages.
- 6) Parents of children requiring "safety seats" must provide these seats whenever their children are participating on school sponsored field trips.

XV. Dress Code

The purpose of a dress code is to help each student set and achieve a standard for his/her personal appearance that is appropriate within the accepted standards of Thomas Hart. If a student is dressed inappropriately, the student will be required to change clothes before returning to class. Additional disciplinary measures may be taken if the situation continues to be a problem. The following guidelines are not intended to cover every possible circumstance which could be applicable under the dress code. Practical reasoning must be exercised. Students or parents, who have questions about the mode of dress not addressed herein, are advised to contact the school office.

- Students may wear neat and presentable shorts.
- Hats may not be worn in the buildings during school hours, unless given permission by a teacher. Headgear worn as part of a religious obligation or medical reason is an exception.
- Strapless dresses/tops, halter tops, and crop tops are not permitted.
- Low-rise pants will be worn in such a way that no skin is exposed. An undershirt may be worn.
- Clothing shall not promote alcohol, tobacco, or drugs, nor may its words or graphics contain vulgarity, sexual innuendo, or anything promoting discrimination against gender, race, religion, or age.
- Clothing designed for the beach is not appropriate.
- Students attending physical education classes must have appropriated dress and footwear. All students in grades 5-8 will be required to wear a designated physical education uniform.

XVI. Athletics and Activities

Student Athletics

Thomas Hart offers a number of athletic programs in which all students are invited to participate. Thomas Hart strongly believes that young people derive many benefits from participation in formal athletic activities. Our school athletics program encourages physical fitness, teamwork, development of knowledge and skills in a particular sport, and pursuit of excellence. Appropriate sportsmanship is expected of all student athletes, parents and coaches. Removal from the sport or activity may occur if deemed necessary by the athletic director and Co-Principals. Students need to be present at school on the day of any athletic event in order to be eligible to participate in any games or sporting events.

Sports offered at THA may include but are not limited to:

- a. Fall – soccer: grades 1-3 coed, grades 4-6 coed, volleyball: grades 6-8, cross country: grades 6-8
- b. Winter – basketball clinic: grades 1-3 coed, cheerleading, cheer clinic, basketball: grades 4-6 coed, grades 6-8 girls, grades 6-8 boys, coed volleyball: grades 6-8
- c. Spring – track: grades 6-8 coed, coed soccer: grades 6-8

Athletic Eligibility

There is no grade requirement that a student must maintain in order to be eligible for participation in athletics at Thomas Hart. However, when a student's teacher(s) or parents feel that the student is not applying himself academically, the teacher(s) or parent may request a conference with the Athletic Director. If a Thomas Hart student participates in an open tournament sponsored by SCISA, then SCISA athletic eligibility standards must be met. (A student making a failing grade in a core class may not participate in the open tournament.)

*Coaches and volunteer coaches will refer to the THA Athletic Coaches Handbook.

Student Activities

- A. Student Government – The SGA consists of students in grades 3-8 elected by their peers to serve in a variety of representative capacities.
- B. Yearbook Staff – The yearbook staff, under the direction of their adviser, is responsible for the publication of the school yearbook.
- C. Fellowship of Christian Athletes – The FCA is an organization which offers opportunities for students to develop a sense of the value of service to others.
- D. Junior Beta Club – The Junior Beta Club is a student service organization. The policy of the National Junior Beta Club allows each school to determine GPA acceptance criteria. Thomas Hart Academy Jr. Beta Club requirements are as follows: Jr. Beta eligibility is determined by the previous year's grades and overall exemplary conduct. You must have an overall A/B average (85 and above). Grades will be monitored at the end of each quarter and if you do not have an A/B average (85 and above), you will be placed on academic probation. If grades do not meet criteria by the end of the following quarter, the student will be suspended from the Beta Club. Members on probation may still attend meetings and functions, but may not attend the State Beta Club Convention. Suspended members may not attend any club meetings or functions. A suspended member may be reinstated if his or her grades meet criteria (85 and above), which will be re-evaluated at the end of each quarter. For 8th grade Jr. Beta members, final grades will be reviewed two weeks prior to graduation. Only members in good standing with an overall A/B average (85 and above) may wear the Jr. Beta honor cord at graduation.

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- E. The Buzz News Broadcast – The “Buzz” offers students in grades 6-8 the opportunity to write, produce, record, and broadcast the “daily news.”
- F. South Carolina Independent School Association Meets/Competitions – SCISA offers Thomas Hart students opportunities to compete against their peers from other SCISA schools in a variety of activities-Math Meet, Chorus Events/Showcases, Literary Competitions, Spelling Bee, Quiz Bowl, Chess Meet, etc. In some events, students compete for positions on the THA teams and travel to other schools for competitions.
- G. Community and School Service – To promote community responsibility and to foster a sense of pride in the school, students in all grades are encouraged to volunteer at school or in the community. Students who perform ten hours of service during the year will be recognized for their efforts at the year-end Awards Assembly.
 - Five hours of community service above and beyond class service projects is a graduation requirement for all 8th grade students. Service hours will be tracked through the office. Proper paperwork by the student is required for the hours to be eligible.

XVII. Miscellaneous

Student Departure During School Hours

-During the School Day – For your child’s safety, a parent or a designated adult is required to sign in and out those students who arrive or depart school at times outside the normal schedule. The sign-in/out sheet is located in the school office.

-After School – A change in the regular routine of how a child gets home requires communication from the parent or guardian. The parent or guardian needs to designate, in writing, the name of the individual authorized to pick-up the student. Students will not be released to anyone other than the parent or guardian or those individuals designated on the student’s “emergency form.”

School Closure

In the event of a school closing or delay related to weather or other natural occurrences all information will be announced via social media, email, posted on the school’s website, and Remind 101 text message from teachers.

Textbooks

All students are responsible for the care of school textbooks. If a student loses a textbook, he will be assessed a replacement fee. Students whose books are damaged beyond normal wear and tear will be assessed a damage fee.

Food and Drink

Water is allowed to be consumed in the classrooms during the school day. Food may be eaten in the classrooms during “breaks.” In all other situations, teachers will make decisions they feel appropriate for their classes. As a general rule, students are not allowed in the faculty lounge. Exceptions will be made at the discretion of a faculty member.

Lunch

Students may bring their lunch or participate in the school’s lunch program. Thomas Hart’s goal is to engage vendors that provide quality food that the students enjoy. You will receive a monthly calendar that includes the lunch options. The form must be filled out and turned into the office by the deadline stated. If the form is not turned in on time your child will be provided an emergency lunch for that day. Student use of microwaves are permitted in grades 3 and up only.

Cell Phones/Mobile Devices

Cell phones/mobile devices are not allowed to be used during class instruction and must be out-of-sight during school hours (8:00 am-2:45 pm) unless teachers are using the technology in their classrooms.

1st offense-cell phones will be confiscated for that school day and returned at the end of the school day.

2nd offense-cell phones will be confiscated for two school days if they are used, become visible, or ring during school hours and will only be returned to the student's parent/guardian.

3rd offense- cell phones will be confiscated for one week and parents will be notified. Thomas Hart Academy is not responsible for lost, stolen, or damaged mobile devices that are brought to school.

Use of Email

- Students at Thomas Hart Academy will receive Gmail accounts to use for school communication with classmates and teachers. The accounts will be set up by the school. These email accounts are monitored by school authorities on a regular basis. Any gmail account may be closed by the school for inappropriate use and disciplinary action may be taken.
- Any gmail account of a student no longer at THA will be closed by the school.
- Any gmail account of a graduating 8th grader will be closed 30 days after graduation.
- Usernames and passwords for your child are available upon request.

Request of School Records

- Any request of school documentation must be by a legal parent or guardian.
- Any request of school documentation by a third party must be accompanied by handwritten consent by the legal parent or guardian.
- Any request of school documentation by an attorney must be accompanied by a subpoena.
- In order for Thomas Hart Academy to release school records/documentation, all account balances must be *paid in full*.

Other Items:

- Lost and Found: All articles of clothing, lunch boxes, and other personal items should be marked clearly with the student's name. All unclaimed items will be donated to a local charity at the start of each month if not labeled with their name.
- Recognition Assemblies (e.g. Terrific Kids) are usually held each month. Those students selected as Terrific Kids have had an all-around successful month in all phases of school life. By the end of the school year, each child will be recognized as a Terrific Kid.
- If your child's health changes in a significant way, please notify the office immediately so that we can make adjustments as necessary.
- Report cards will be held at the end of the school year until all fines have been paid.

Thomas Hart Academy Discipline Code 2021-2022

Standard of Conduct:

The administration, faculty and staff assume that students at Thomas Hart Academy are mature and responsible for their own proper behavior at school and that all matters of discipline can be handled in a calm and reasonable manner. They are expected to conduct themselves with courtesy, honesty and respect for themselves and others at all times. In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Each student is under the direct control of all classroom teachers and their substitutes. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student. In order for you to know what standards of behavior are expected, students should be familiar with all rules and regulations in the THA Student Handbook. The rules enumerated below outline the general expectations of the school, but violations of the spirit as well as the letter of the policies will be taken into account when an apparent violation of the rules has taken place. The following are guidelines of the discipline policy and are not all inclusive.

Discipline Advisory Committee:

An advisory committee will meet at the discretion of the Co-Principals to review and advise on matters of misbehavior and other school concerns. This group is considered to be a third party.

Academic Dishonesty:

Thomas Hart students are expected to act with integrity relative to schoolwork.

Expectations

Students are expected to be honest with respect to academic work and should never, in any context, present someone else's work as their own, or utilize any form of help on a graded exercise intended as individual work which is not expressly approved by the teacher. Students must understand and avoid plagiarism in all forms, including use of information from the Internet, and using it as their own work.

Consequences

Dishonesty or cheating of any kind on exams, test, quizzes, written assignments, or any graded assignment assigned by the teacher as individual work will result in a student being subject to disciplinary actions. At minimum, the student will receive a zero for the work and may be referred to the Co-principals for further disciplinary actions.

General Disciplinary Response: Each classroom teacher is responsible for establishing and maintaining his/her own system of discipline and classroom management. The procedures will be clearly communicated to students and parents at the beginning of the school year. All students will be treated with the dignity and respect that children deserve. Thomas Hart Academy does not believe in corporal punishment, nor will children be given extra homework as a consequence of misbehavior. Inappropriate behavior often presents an opportunity for learning to occur. In all situations, the teacher will discuss the inappropriate behavior with the student. Depending upon the nature of the offense, different responses may occur. All responses to inappropriate behavior will be handled by the classroom teacher and/or Co-Principals.

- **Responses to Inappropriate Behavior in Preschool**

THA maintains a positive learning environment in the classroom. Children will have many opportunities and choices to make while interacting with their peers. The choices they make open doors to new learning activities and self-control.

“READY FOR SCHOOL” Children will be asked to consider what behaviors and choices they can make to shape their time at school into a great place where they can work, play and learn together. They will also be asked to consider what behaviors and choices make it difficult to work together in the classroom. This behavior is considered “not ready for school.” Occasionally children make choices that do not have a positive effect on themselves, others, or the classroom as a whole. Our teaching team will revisit this theme with the children as needed.

“NOT READY FOR SCHOOL” Children will be reminded that if they choose behaviors that are not helping themselves and others to work, play, and learn together in a positive and safe way, they will be making a choice that shows they are not ready to be at school for that day (i.e. biting, hitting, pushing, or destruction of classroom or another student’s property). *If behavior warrants, you, as parents and guardians, will be called to come and pick up your child for that day. Parents will be called only if inappropriate or dangerous classroom behaviors are occurring.* If your child makes choices that show he/she will not be able to stay at school for the day, we hope that, with your support, he/she will be able to make better choices on the following day. THA believes the time your child spends in the classroom should be a positive learning experience for your child and every other child in the classroom. Please support us in refocusing on the limits necessary to maintain a positive learning environment for each child. We strive to teach children that the classroom must be a safe place for all, and your support is greatly appreciated. We respect each child as an individual who can develop self-control. Patience and firmness help in dealing with unacceptable behavior.

- THA will use these steps every time a bite/hit occurs. Should inappropriate behavior continue after the fourth incident, we will evaluate if the child is ready for preschool.
- Appropriate consequences to minor infractions may include removal from the group for a period of time, loss of free time, or loss of privileges.

- **Responses to Inappropriate Behavior in Grades 1-8:**

Depending upon the nature, frequency, and intensity of the offense consequences to minor infractions may include removal from the group for a period of time, loss of free time, loss of privileges. For a major infraction a discipline referral sheet will be completed by the classroom teacher and discussed with parents/guardians. Appropriate consequences for a major infraction may also include: loss of privileges, detention, in school suspension, overnight suspension, out of school suspension, and possible expulsion.

Discipline Referrals

A student will receive a discipline referral for any disrespectful, rebellious, or disruptive behavior that is deemed beyond classroom management control. Discipline referrals serve as a record of the student’s conduct and as a communication tool to parents that their help is needed to correct their child’s behavior. Discipline referrals may also be assigned at the discretion of the administration in certain irregular cases. Students who receive 5 or more discipline referrals during a single academic year will be placed on behavioral probation.

Explanation of Terms for the THA Discipline Code:

Behavior Policy- Believing that the primary aim of THA education will be compromised without the appropriate behavioral patterns being present in the classroom and on the campus, the following behavioral policy will be applied.

In School Suspension-The student will complete all assignments away from the classroom setting. The student may not participate in any extra-curricular activities during the suspension. Parents will be notified when a student is assigned In School Suspension, and may be offered an alternative campus beautification project.

Out of School Suspension-The student will not be allowed on school grounds during school hours. A grade of zero will be given on all work missed. The student may not attend any school activities.

Overnight Suspension-The student will be suspended out-of-school effective at the end of the day on which the violation occurred and will continue until a parent accompanies the student back to school. Reinstatement will consist of a conference with an administrator. If the conference is held before any class or extra-curricular activities the next day, the student will not suffer any loss of credit/participation. **NOTE:** Phone calls or letters will not be accepted.

Campus Work Project-The student will be assigned to work on a predetermined project on school grounds for a predetermined amount of time.

After School Detention-The student will be assigned to After School Detention for certain violations: Detention will last for 30 minutes after school in a designated room. Teachers assigning the detention may submit work to be completed in that time frame. Failure to report when assigned detention will result in an additional detention.

Hearing-The student will be suspended out-of-school pending an administrative hearing presided over by the Discipline Advisory Committee. The student and parent(s) will be allowed to address the committee concerning the violation that caused the suspension. The course of disciplinary action will be determined by the administration.

Probation-Strict behavioral guidelines that will be issued to the student and any deviation from this may lead to expulsion from school.

Parent Conference-Parents will be notified on a discipline referral slip to call the appropriate administration. It is the parent's responsibility to call by the end of the following school day.

Expulsion Policy-Expulsion means the complete denial of school services. A student who is dismissed from school is no longer allowed to attend classes, or participate in any activities sponsored by Thomas Hart Academy. If procedures for expulsion are initiated, the parent of the student shall be notified in writing of the time and the place of an administrative hearing. A decision shall be rendered within five school days of the hearing. The student may be suspended from school and from all activities during the time of the expulsion procedures. The right to appeal the decision of the hearing committee to the Board of Directors is reserved to either party in accordance with the provisions of this policy. A dismissed student's transcript will reflect grades earned in his/her last completed semester. In addition, to facilitate matriculation to another institution or program, THA will provide current averages in classes taken during the semester in which expulsion occurred. A student who is dismissed within 20 days of the end of the semester may, at the Co-Principal's discretion, take final exams separately from the rest of the students. Tuition will be expected pursuant to the contract.

Note: *The discipline code is not exhaustive. The administration has the right to take other action when deemed appropriate:*

1. *Occurrences more than the listed number may result in a hearing.*
2. *An accumulation of any of the categories of offenses will result in an in-school suspension, out of school suspension, or an administrative hearing.*
3. *Any student participating in any extra-curricular activity may lose eligibility in that activity upon the first administrative hearing except for accumulation of Category 4 offenses.*
4. *Penalties and punishments include any on campus, in transit to and from any school event and off campus school events.*

Four Categories of the THA Discipline Code:

***Bullying/Harassment:** Any behaviors directly targeting an individual with threatening words, gestures, or actions such as humiliation, persecution, isolation, and cyber bullying in any form of technology will not be tolerated at Thomas Hart Academy. Any act that is reasonably perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of harm or property damage, or demeans a student or group of students, including acts which cause substantial disruption in or interference with the orderly operation of the school. Acts of bullying/harassment will be dealt with accordingly by the school. A contact with an in school counselor, or outside counseling service, at the discretion of the administration may be recommended.

Category 1

- 1.1 Sexual misconduct.
- 1.2 Possession/use of dangerous weapons.
- 1.3 Setting/calling in a false fire/bomb alarm.
- 1.4 Obscene language/gesture(s)-student to staff (physical, verbal or written abuse)

Category 1 Action: Out-of-school suspension pending an administrative hearing-expulsion. Law enforcement may be involved.

Category 2

- 2.1 Disrespect includes disrespect to a staff member.
- 2.2 Failure to attend class and leaving school grounds without administrative approval
- 2.3 Lying/falsifying information
- 2.4 Invasion of privacy
- 2.5 Possession/use of fireworks
- 2.6 Obscene language/gesture(s)-including bullying behavior, humiliation, persecution, threats, and confrontations
- 2.7 Physical abuse (fighting)
- 2.8 Gambling
- 2.9 Possession of vulgar material or items.
- 2.10 Incompatibility-defined as flagrant or consistent defiance of the basic routine of the school.

Category 2 Action:

- 1st time: 1 hour of campus work detail, and 1 day lunch detention
- 2nd time: 2 days In-school suspension
- 3rd time: 2 days Out-of-school suspension/pending an administrative hearing.

Category 3 Violations of category three rules will normally result in suspension, although particularly flagrant violations and repeated violations may result in expulsion. Other provisions of penalty may include monetary restitutions to the school, campus beautification project, letters of apology, loss of leadership positions, forfeit of membership on a school team, probation, etc.

3.1 Cheating: - (test/project/exam) or the intent to cheat (example: providing answers to another student; using notes handwritten or typed; notes written on hand, arm, leg or any body part; or notes for use at a later time.) Using any information or providing information to another student, regardless of how it is obtained, for fraudulent purposes, plagiarism, or falsifying data and presenting it as one's own work or research.

3.1 Action for cheating on a test/project/exam:

1st time: Zero on the test and 1 hour campus work detention.

2nd time: Zero on the test; Out-of-school suspension, 2-3 days, dismissal from Honor Society/Beta Club and any Officer positions for that school year, exclusion from academic honors and awards for the length of that school year.

3rd time: Zero on the test; Administrative hearing.

3.2 Failure to follow a direct request

3.2 Action:

1st time: Thirty minutes of detention

2nd time: Overnight suspension

3rd time: Administrative hearing

3.3 Vandalism (major)

3.3 Action:

1st time: Restitution/administrative hearing

3.4 Vandalism (minor)

3.4 Action:

1st time: Restitution/2 hours campus beautification

2nd time: Restitution/Overnight suspension

3rd time: Restitution/administrative hearing

3.5 Irresponsible use of technology-Includes using school computers or computer devices to visit inappropriate internet sites, download materials, send email, delete or alter software and settings or sabotage school computers and networks or to defame the school's reputation or that of any member (faculty, student, parent, etc) of the school community.

3.5 Action:

1st time: Restitution/administrative hearing

3.6 Stealing (major)

3.6 Action:

1st time: Restitution/administrative hearing

3.7 Stealing (minor)

3.7 Action:

1st time: Restitution/thirty minute detention

2nd time: Restitution/overnight suspension

3rd time: Restitution/out-of-school suspension/ administrative hearing

-Continued on the following page-

3.8 Possession or use of tobacco products and or tobacco paraphernalia on school grounds or at a school function.

3.8 Action:

- 1st time: thirty minute detention
- 2nd time: Out of school suspension
- 3rd time: Administrative hearing

3.9 Drinking or under the influence, possession, purchase, distribution or transport of an alcoholic beverage on school grounds or at any school function.

3.9 Action:

- 1st time: Out of School suspension and Administrative hearing

3.10 Under the influence or having possession of, purchase, distribution or transport illegal drugs or drug paraphernalia, or illegally obtained prescription drugs on school grounds or at any school function.

- 3.10 Action:** 1st time: Administrative hearing/Expulsion (notify law enforcement)

3.11 Convicted of being under the influence or having possession of illegal drugs or drug paraphernalia.

- 3.11 Action:** 1st time: Expulsion

Category 4

- In an unauthorized area
- Disrupting class
- Failure to follow directions
- Verbal abuse of students and/or school personnel
- Inappropriate behavior
- Possession or sale of unauthorized material

Category 4 Action:

- 1st time: Warning
- 2nd time: 1 day lunch detention
- 3rd time: 2 days lunch detention and 1 hour of campus work detention
- 4th time: 3 days lunch detention and 2 hours campus work detention
- 5th time: 1 day out-of-school suspension

RIGHT TO SEARCH: School officials have the authority to search and seize inappropriate items from lockers, book-bags, etc, or from the person on campus or attending a school sponsored event at any time there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, stolen goods, chemicals, drugs or other substances. This right is reserved to protect the student body at large and will be employed with discretion.

Thomas Hart Academy Potty Training Policy 2021-2022

All 3 and 4-year-old children enrolling in the school's preschool program should be potty-trained when he or she enters Thomas Hart Academy. This means a child can clean him/herself as well. Learning to wipe is part of potty-training, as well as being able to pull clothes up and down when using the restroom. Please have your child dressed in clothing that he/she can easily manage independently. Beginning pre-school is a major transition for children, and we want all children to feel successful in all endeavors, including potty-training. A child who is still potty training should be sent to school in pull-ups.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to be completely potty trained.

A child will not be considered potty trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely potty trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Cleaning accidents in a preschool setting is time consuming, and the time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner.

Accidents occasionally happen, and they will be handled on an individual basis. Each child will keep a spare set of clothes in the classroom in case of an accident. If accidents occur, teachers will assist the child in the changing of clothes. Soiled clothes will be sent home. Teachers will notify parents of on-going problems through e-mails and/or phone calls.

Thomas Hart Academy reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with potty training.

Handbook and Covid-19 Acknowledgement Signature Form

- ✓ We have read, discussed, and understand the policies in the Thomas Hart Academy Parent/Guardian/Student Handbook for the 2021-2022 academic school year.
- ✓ We have read, discussed, and understand the policies and protocol in the 2021-2022 THA Covid-19 Policy.
- ✓ We have read, discussed, and understand the Healthy Hornet Pledge.
- ✓ Sign and return this form to THA on registration day. One per family, please.

Family Last Name (Please print): _____

Parent/Legal Guardian Signature _____ Date: _____

Students Name/Grade _____

Students Name/Grade _____

Students Name/Grade _____

Students Name/Grade _____