



Family Handbook

2026 – 2027 Academic Year

Harvest Schoolhouse

Operated by Harvest Microschools, Inc.

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Welcome to Harvest Schoolhouse

Dear Students and Families,

On behalf of our faculty, staff, and Board of Directors, welcome to Harvest Schoolhouse. We are grateful for the opportunity to partner with your family, and we are honored that you have chosen to join our learning community.

Harvest Schoolhouse exists to cultivate meaningful learning, Christian character, creativity, responsibility, and personal growth within a relational, community-oriented environment. We seek to provide students with a thoughtful balance of academic development, guided independence, mentorship, collaboration, discipleship, and real-world learning.

This Handbook describes the policies, procedures, expectations, and daily rhythms of our school. Because no handbook can anticipate every situation, Harvest Schoolhouse reserves the right to interpret, apply, modify, or revise any portion of this Handbook as reasonably necessary to support the mission, safety, and wellbeing of the school community.

As a small relational microschool, our community depends on healthy partnership between families and staff. We ask all students and families to approach school life with honesty, respect, responsibility, humility, cooperation, and a shared commitment to a Christ-centered learning environment.

The most current version of this Handbook and related school policies will be maintained through the school's official communication platforms. Updates will be shared with families as they are issued.

Harvest Schoolhouse is a program operated by Harvest Microschools, Inc., a nonprofit educational organization. If you have questions or need support during the school year, please don't hesitate to reach out. We are thankful to walk alongside your family during this season of learning and growth.

With gratitude,

Kelly Birmingham, Ed.S.

Head of School and Lead Teacher

About This Handbook

Purpose

This Handbook is intended to help families understand life at Harvest Schoolhouse and to set clear, consistent expectations that support student learning, safety, and community wellbeing. It is a working reference for parents, students, and staff — not a contract — and should be read together with the annual Enrollment Agreement, Tuition Agreement, Student Code of Conduct, and any other documents signed during enrollment.

Right to Revise

Harvest Schoolhouse reserves the right to interpret, apply, modify, suspend, add to, or remove any policy, procedure, expectation, schedule, fee structure, or operational practice described in this Handbook at any time and without prior notice, as the school determines reasonably necessary. Updated information will be shared through the school's official communication channels.

Not Legal Advice

This Handbook describes school policies and is not legal advice. Where families have questions about how a policy applies to a particular situation, they are encouraged to contact the Head of School. Harvest Microschools, Inc. recommends that this Handbook be reviewed by qualified South Carolina counsel before adoption and from time to time thereafter.

Organizational Structure

Harvest Microschools, Inc. is a South Carolina nonprofit educational organization that operates a private Christian microschool under the name Harvest Schoolhouse.

Harvest Schoolhouse was originally founded as an independently operated microschool and later transitioned to nonprofit governance to support long-term sustainability, educational growth, and broader community impact. The school currently operates in partnership with New Journey Church in Greenwood, South Carolina.

Harvest Microschools, Inc. participates as an approved Education Service Provider under South Carolina's Education Scholarship Trust Fund (ESTF) program, which is administered by the South Carolina Department of Education.

Mission and Vision

Mission

Harvest Schoolhouse exists to cultivate Christ-centered communities where students discover the God-given talents, pursue excellence through individualized/self-directed learning, and become compassionate leaders equipped to impact the world.

Vision

Our school fosters a dynamic environment where faith, knowledge, and character intertwine to inspire a generation of servant-leaders dedicated to God’s calling in their lives.

Core Values

Our core values guide how we teach, learn, and live together as a community.

Faith

We root learning, relationships, and community life in biblical principles, encouraging students to grow in wisdom, character, and understanding of God’s truth.

Compassion

We cultivate empathy, kindness, humility, patience, and care for others — both inside our school community and beyond.

Community

We believe meaningful learning happens within healthy relationships marked by respect, encouragement, accountability, and cooperation.

Responsibility

We help students develop self-discipline, integrity, perseverance, and increasing ownership of their learning, choices, and conduct.

Growth

We value curiosity, creativity, academic progress, and the continual pursuit of wisdom, understanding, and meaningful learning.

Innovation

We embrace thoughtful flexibility, creativity, and evolving educational practices that support authentic and engaging learning experiences.

Leadership

We seek to develop students who lead with integrity, wisdom, service, and courage in their families, churches, communities, and future vocations.

Statement of Faith and Christian Identity

Harvest Schoolhouse is a private Christian school. Biblical principles are intentionally woven throughout the educational environment, community life, student relationships, and learning process.

What We Believe

- There is one God, eternally existing as Father, Son, and Holy Spirit.
- Jesus Christ is the Son of God and the Savior of the world.
- The Bible is the inspired Word of God and the foundation for Christian faith and living.
- Salvation is found through faith in Jesus Christ.
- Human beings are created in the image of God and possess inherent dignity and value.
- Christian faith should shape character, relationships, decision-making, and daily life.

Christian Worldview in Practice

Harvest Schoolhouse teaches from a Christian worldview and approaches questions of culture, morality, relationships, identity, sexuality, marriage, and human behavior through a biblical framework. We believe marriage is established by God as a covenant relationship between one man and one woman, and that God intentionally created human beings as male and female.

At the same time, we recognize that students and families come from a variety of personal experiences, church backgrounds, and spiritual journeys. We seek to engage every student and family with both truth and grace while remaining faithful to our Christian mission.

Because Harvest Schoolhouse is both an educational community and a ministry-oriented environment, families are expected to respectfully support and cooperate with the Christian mission, educational philosophy, community expectations, and operational practices of the school throughout the enrollment relationship.

Faith Formation and Community Life

Discipleship, prayer, worship, service, and Christian values are integrated throughout the culture and daily life of the school. Students may participate in:

Prayer

- Worship and music
- Bible study and Scripture discussion
- Service opportunities and community outreach
- Discipleship conversations
- Community-building activities appropriate to students' developmental levels

Christian principles are woven through academic instruction, relationships, problem-solving, leadership development, and daily interactions — not isolated as a separate subject. We seek to cultivate not only academic growth, but wisdom, integrity, compassion, responsibility, humility, service, and faithful Christian character.

Family Partnership

Because Harvest Schoolhouse is a small, relational microschool, healthy partnership between families and staff is essential to the wellbeing and effective functioning of the school. Families are expected to support the mission, values, policies, behavioral expectations, educational philosophy, and community standards of Harvest Schoolhouse throughout the enrollment relationship.

Students and families are expected to contribute positively to the spiritual, relational, emotional, and operational health of the school community. Conduct that substantially undermines the mission, safety, functioning, relationships, testimony, or educational environment of the school may result in administrative intervention, restriction of participation, or review of continued enrollment.

We approach student growth, discipline, communication, and problem-solving with wisdom, grace, accountability, and relational care, while also maintaining appropriate boundaries and operational responsibility necessary for a healthy school environment.

Ways Families Partner with the School

- Praying for students, staff, and the broader school community.
- Reading school communications and responding in a timely manner.
- Reinforcing school expectations, routines, and Christian character at home.
- Communicating concerns directly, respectfully, and early with the appropriate staff member.
- Volunteering, attending events, and engaging in community-building activities as schedules allow.
- Modeling honesty, humility, and grace in interactions with staff and other families.

Educational Philosophy and Learning Model

Harvest Schoolhouse uses a community-oriented, mentorship-focused educational model designed to support academic growth, character development, guided independence, creativity, and meaningful relationships within a Christian learning environment.

Because students develop academically, socially, emotionally, and spiritually at different rates, we use flexible instructional groupings, developmental progression, individualized support, and multi-age learning environments rather than relying exclusively on traditional grade-level structures.

Instructional Approach

The educational program incorporates a blend of:

- Direct instruction
- Guided independent learning
- Collaborative discussion and seminar
- Hands-on exploration and project-based learning
- Interdisciplinary learning experiences
- Skill practice and creative application
- Executive-function coaching
- Mentorship-based support

Students participate in a combination of:

- Core Skills instruction
- Seminars and discussions
- STEM and Humanities learning experiences
- Projects and presentations
- Independent practice
- Outdoor learning
- Enrichment opportunities
- Community-centered activities

As students mature, the school gradually develops higher levels of responsibility, independence, self-management, communication, collaboration, critical thinking, leadership, and ownership of learning.

Harvest Schoolhouse may incorporate teacher-led instruction, adaptive educational software, online learning platforms, hybrid learning partnerships, virtual coursework, small-group instruction, individualized intervention, and independent or dual-enrollment opportunities as appropriate.

Christian worldview integration, mentorship, community life, and character development are considered essential parts of the educational experience — not separate subjects isolated from daily learning.

Curriculum and Learning Resources

Harvest Schoolhouse uses a variety of curriculum materials, educational resources, instructional technologies, literature, adaptive learning platforms, hands-on materials, online programs, projects, and real-world learning experiences to support student growth.

Curriculum selections and instructional resources may vary by age, developmental level, student needs, staffing, hybrid partnerships, and evolving program design. The school reserves the right to modify curriculum materials, instructional methods, scheduling structures, educational technologies, and learning formats as needed.

The school year may include thematic studies, interdisciplinary projects, exhibitions, presentations, performances, service opportunities, and other culminating learning experiences that encourage creativity, application, and meaningful engagement.

Harvest Schoolhouse is actively developing a school library and classroom reading collection to support independent reading, literature study, research, and enrichment. Families are also encouraged to support students' reading lives through regular library visits, home reading, and age-appropriate book selection.

Student Learning Opportunities and Enrichment

Students may have opportunities to participate in a variety of extracurricular activities, enrichment programs, educational field trips, artistic pursuits, service projects, apprenticeships, trades, crafts, outdoor learning experiences, and community-based learning activities. Programs and opportunities may vary based on student interest, staffing, scheduling, partnerships, and available resources.

Homework and Independent Learning

We seek to maintain a healthy balance for students and families. Most academic work is intended to be completed during the school day through structured learning time, guided instruction, independent work periods, and collaborative learning experiences.

Occasionally, students may need additional time outside of school to complete unfinished assignments, prepare projects or presentations, complete reading, revise written work, or continue long-term learning activities. Older students may also manage increasing levels of independent reading, research, project management, online coursework, or advanced academic responsibilities.

Outside of school hours, families are encouraged to prioritize:

- Meaningful family time

Reading

- Church involvement
- Outdoor activity
- Hobbies and creativity
- Practical life experiences
- Healthy rest
- Positive community involvement

Grading, Assessment, and Progress Reports

Harvest Schoolhouse uses a variety of assessment methods, which may include:

- Graded assignments

Adaptive learning software data

Skill progression tracking

MAP Growth assessments

- Projects and presentations

Portfolios and writing samples

Collaborative work and discussion participation

Demonstrations of competency

Conferences

Quizzes and tests where appropriate

Students generally participate in MAP Growth assessments three times each academic year as one measure of academic growth and instructional planning. Progress reports and report cards are typically issued at the conclusion of each 10-week quarter.

Because Harvest Schoolhouse uses a blended and developmentally responsive model, assessment includes both qualitative and quantitative measures.

We value meaningful progress, consistency, responsibility, participation, skill development, and thoughtful engagement — not performance based solely on traditional testing.

Traditional letter grades may be assigned using the following scale:

- A = 90–100

B = 80–89

C = 70–79

D = 60–69

F = 59 and below

Harvest Schoolhouse may support qualified students in pursuing advanced coursework, dual enrollment, online courses, hybrid learning opportunities, internships, apprenticeships, or other specialized educational pathways as appropriate. High school course credit, grading structures, transcript procedures, and graduation planning will generally follow applicable South Carolina private school expectations.

Technology, Digital Learning, and AI

Harvest Schoolhouse uses a combination of hands-on materials, printed resources, adaptive learning tools, educational technology, and collaborative experiences to support student growth.

The school may provide access to shared computers, learning devices, online learning platforms, adaptive software, and digital educational resources. Some older students may also participate in hybrid, online, or partner-based coursework, and may be issued devices through a partner program or educational provider.

What Students Should Bring

A backpack

Personal headphones or earbuds

A computer mouse, if preferred for computer use

Basic classroom materials, reading materials, writing supplies, and many art materials are generally provided by the school. Students are encouraged not to bring expensive personal items or unnecessary electronic devices. Harvest Schoolhouse cannot guarantee the security of personal belongings brought onto campus.

Because the school day includes outdoor activity and hands-on learning, students may also wish to keep a spare change of clothes in their backpack.

Responsible Use Expectations

Technology resources provided or accessed through Harvest Schoolhouse are intended primarily for educational purposes. Students are expected to use school time productively and remain engaged in assigned learning activities.

Students may not:

Intentionally access inappropriate, obscene, explicit, violent, or non-educational content.

Bypass, disable, or attempt to circumvent internet filters, monitoring systems, security settings, account restrictions, or device management systems.

Use VPNs, proxy services, anonymous browsing tools, alternate accounts, or unauthorized software to evade school supervision.

Access games, entertainment sites, social media, messaging platforms, or unrelated media during instructional time unless specifically authorized.

Use artificial intelligence tools, online answer systems, or digital resources dishonestly or in ways that violate academic integrity expectations.

Submit AI-generated work as their own original work, plagiarize, or misuse technology to avoid meaningful participation in learning.

Access, modify, damage, or interfere with another person's files, accounts, devices, passwords, or digital work.

Record, photograph, or distribute images, videos, conversations, or personal information involving students or staff without permission.

Engage in cyberbullying, harassment, threats, inappropriate communication, or disruptive online conduct.

Intentionally damage school-owned devices, chargers, accessories, furniture, or equipment.

Install unauthorized software, extensions, applications, or browser tools on school-managed devices.

Misuse school technology in ways that disrupt instruction, compromise security, or harm the learning environment.

Artificial Intelligence (AI) Tools

AI tools can be valuable for learning when used honestly and purposefully. Students may use AI tools only when specifically authorized by a teacher and only in the manner approved for that assignment. When AI is permitted, students must be transparent about how it was used and must continue to do their own thinking, drafting, and revision.

Using AI to generate work that is then submitted as the student's own — without disclosure and without meaningful student authorship — is considered academic dishonesty and will be addressed under the school's integrity and discipline policies.

Device Care and Monitoring

Students are expected to use school devices and equipment responsibly and carefully. Families may be financially responsible for damage caused by intentional misuse, neglect, repeated carelessness, vandalism, unauthorized modification, or loss of school-owned devices or accessories.

Harvest Schoolhouse reserves the right to monitor technology use; review browsing activity; manage devices remotely; restrict access; remove software; inspect school-owned devices; access school accounts; and implement filtering, monitoring, or security measures for educational, operational, disciplinary, or student-safety purposes. Students should not expect privacy when using school-managed devices, accounts, software, or networks.

Personal Devices, Phones, and Smart Watches

Cell phones, smart watches, earbuds, and other personal communication or entertainment devices brought to school must remain silenced and stored in the student's backpack or designated storage area during the school day, unless specifically authorized by staff for educational, medical, safety, or communication purposes.

Students who need to contact a parent or guardian during the school day should request permission from staff before using personal devices, except in true emergencies. Unauthorized use of phones, smart watches, cameras, AI tools, social media, or messaging features during instructional time may result in temporary confiscation, loss of privileges, parent communication, or disciplinary consequences.

Personal devices brought to school remain the responsibility of the student and family. Harvest Schoolhouse is not responsible for loss, theft, or damage to personal technology.

Educational Platforms and Student Information

Harvest Schoolhouse uses educational technologies, digital learning platforms, cloud-based software, communication tools, assessment programs, and online curriculum providers to support teaching, learning, communication, assessment, and student progress monitoring.

To set up student accounts or educational access, the school may share limited student information with approved educational service providers or technology vendors. Such information may include the student's name, grade level, school email address, date of birth, student identification information, coursework, assessment data, login credentials, or other information reasonably necessary for educational use.

We make reasonable efforts to select reputable educational providers; however, families acknowledge that many modern educational platforms are operated by third parties outside the direct control of the school. The school reserves the right to adopt, discontinue, or change educational technologies, AI tools, monitoring systems, and instructional applications as needed.

Families with concerns about specific educational technologies are encouraged to contact school administration. Accommodations may be considered where reasonably possible; however, declining participation in certain educational technologies may limit access to portions of the educational program.

Additional permissions, technology agreements, data-consent forms, media releases, and platform-specific notices may be provided separately through enrollment materials.

Attendance and Daily Participation

Regular attendance, punctuality, and consistent participation are essential to student growth, instructional continuity, community life, and academic success. Because Harvest Schoolhouse is a collaborative, community-oriented learning environment, absences, tardiness, and early dismissals affect not only the individual student but also the broader learning community, group instruction, projects, and scheduled activities.

Harvest Schoolhouse operates in accordance with applicable South Carolina compulsory attendance laws and maintains attendance records for all enrolled students.

Notifying the School

Families are expected to notify the school promptly regarding absences, tardies, appointments, illnesses, early dismissals, or other attendance-related concerns. Timely communication supports student safety, instructional planning, supervision, and accurate recordkeeping.

Excused Absences

An absence may generally be considered excused when:

A parent or guardian communicates with the school regarding the absence (phone, text, email, or written note); and

The absence is related to illness, medical appointments, family emergencies, bereavement, an educational opportunity approved by the school, or another reasonable circumstance determined appropriate by administration.

For short-term illness lasting one to two consecutive school days, parent communication is generally sufficient. Absences extending beyond two consecutive school days due to illness may require physician documentation or additional supporting information at the discretion of the school. Families are encouraged to communicate planned absences in advance whenever possible.

Make-Up Work and Instructional Support

Because Harvest Schoolhouse uses blended and flexible instructional approaches, students may be provided opportunities for make-up work, alternative assignments, remote learning activities, or adjusted instructional support when appropriate. However, repeated absences, excessive tardiness, or frequent early dismissals may limit a student's ability to fully participate in instructional activities, collaborative learning, projects, discussions, and community life.

The school is not obligated to fully replicate missed classroom instruction or continuously redesign instruction due to repeated attendance interruptions.

Daily Attendance Definition

Students are considered present for the day when participating for at least 50% of the scheduled instructional day.

Chronic Absence and Attendance Concerns

A student may be considered chronically absent when absences become frequent enough to substantially interfere with academic progress, instructional continuity, participation in community life, or the student's ability to engage successfully in the educational program. As a general guideline, absences totaling 15 days or more of the school year may be considered excessive.

Excessive tardiness or repeated early dismissals may also contribute to attendance concerns when they substantially interfere with instructional participation, student progress, scheduling consistency, or community functioning.

In situations involving chronic absences, repeated tardiness, excessive early dismissals, lack of communication, truancy concerns, or ongoing attendance disruption, the school may require parent conferences, attendance improvement planning, additional documentation, modified enrollment arrangements, or review of whether the current educational placement remains an appropriate fit.

Special circumstances involving hospitalization, serious illness, family emergencies, or other significant situations will be reviewed individually and handled with reasonable flexibility whenever possible.

If a student is absent for an extended period without communication from the family, the school reserves the right to administratively withdraw the student from enrollment.

School Hours, Calendar, and Activities

Arrival and Dismissal

Harvest Schoolhouse student hours are generally 8:00 a.m. to 4:00 p.m. Doors open for student arrival at 7:45 a.m. Students should remain with a parent or guardian until school staff are available to receive students for the day. Students may not be dropped off early unless prior arrangements have been approved by the school.

Families are expected to ensure students arrive on time and are picked up promptly at dismissal. Consistent attendance and full participation in the instructional day are important components of our educational model.

Students should generally be picked up no later than 4:15 p.m. unless prior arrangements have been approved. Because staff remain on duty beyond student dismissal for cleaning, planning, meetings, and supervision responsibilities, repeated late pickups place strain on school operations.

*A late pickup fee of \$10 per 15 min may be assessed when a student remains on campus beyond approved pickup times without prior communication. Continued late pickups may result in additional intervention or review of enrollment arrangements.

Staff hours, supervision assignments, instructional groupings, and operational schedules may vary based on programming needs, meetings, events, staffing, student needs, safety considerations, hybrid learning arrangements, or other operational circumstances.

Calendar and School Activities

Harvest Schoolhouse maintains a school calendar that includes important dates, breaks, planned closures, field experiences, exhibitions, family events, and other significant activities. Because we use flexible programming, project-based learning, community partnerships, and outdoor experiences, schedules and events may occasionally be adjusted throughout the year.

Families are encouraged to remain attentive to school communications and calendar updates. Updated calendar information and major revisions will be communicated through the school's official communication platforms whenever reasonably possible.

Inclement Weather, Illness, and Emergency Operational Changes

In the event of severe weather, hazardous travel conditions, utility disruptions, widespread illness, emergencies, or other circumstances affecting school operations, Harvest Schoolhouse may delay opening, dismiss early, transition to remote learning, or close for the day as determined appropriate by school administration.

Because students and staff travel from multiple surrounding areas, the school may consider the conditions and closure decisions of local school districts and surrounding counties when making operational decisions; however, the school reserves the right to make independent decisions based on the specific circumstances affecting our community.

Harvest Schoolhouse also respects the judgment of individual families and staff members regarding safe travel. Families and employees should not feel pressured to travel in conditions they believe to be unsafe. The school will work reasonably and relationally with students and families regarding attendance, assignments, and participation during weather-related or emergency circumstances.

Families will be notified of closures, delays, schedule changes, virtual learning transitions, or emergency operational updates through the school's communication platforms, including adopted Communication Apps, text messaging, email, or phone communication.

When reasonably possible, remote learning activities, assignments, projects, or live instructional sessions may be provided through the school’s learning platforms or parent communication systems during weather-related closures, illness outbreaks, or other operational disruptions.

Because Harvest Schoolhouse uses blended and flexible instructional approaches, traditional weather make-up days generally will not be required unless closures become prolonged or instructional continuity cannot reasonably be maintained through remote or alternative learning.

Student Health, Wellness, and Medical Care

The health, safety, and wellbeing of students and staff are important priorities at Harvest Schoolhouse.

Although the school does not employ a full-time nurse, trained staff members may provide basic first aid, supervise minor health concerns, respond to routine medical situations, and assist with student health needs within the scope of available staffing and training.

Parents and guardians are responsible for providing accurate and up-to-date emergency contacts, medical information, allergy information, medication instructions, health concerns, and other important health-related information.

When to Keep a Student Home

Families should not send students to school when they are experiencing any of the following:

- Fever (within the last 24 hours, without fever-reducing medication)

Vomiting or diarrhea

Symptoms of a contagious illness

Unexplained rash

Other symptoms that may significantly impact the student's wellbeing or expose others to illness

Because Harvest Schoolhouse operates as a small, closely connected learning community, families are expected to communicate openly and responsibly regarding contagious illnesses, significant health concerns, and situations that may affect the wellbeing of other students or staff.

Medications, Supplements, and Health Products

All prescription medications, over-the-counter medications, supplements, vitamins, essential oils, herbal remedies, medicated creams, gummies, and other health-related products must be provided directly to school staff by a parent or guardian. They may not be transported to school by students unless specifically authorized by school administration.

For purposes of school procedures, supplements, vitamins, herbal products, essential oils, homeopathic remedies, medicated creams, gummies, and similar products may be treated like medications at the discretion of the school.

Medications and health-related products must:

Remain in their original labeled container.

Include clear instructions for use.

Be accompanied by any required authorization or medical documentation requested by the school. Prescription medications must include:

- The student's name

The prescribing provider

Dosage instructions

Pharmacy label information

Harvest Schoolhouse reserves the right to decline administration, possession, or use of medications or health-related products that:

- Are improperly labeled or expired

Lack appropriate authorization

Create safety concerns

Interfere with school operations

Exceed what school staff can reasonably supervise or administer

Medications and health-related products will generally be stored in a secured location accessible only to authorized staff, unless alternative arrangements have been approved for emergency medical needs (for example, rescue inhalers or epinephrine auto-injectors).

Parents and guardians are responsible for updating medication information, notifying the school of changes, retrieving unused medications, and ensuring emergency medications remain current and available.

Students may not possess, distribute, share, sell, apply, diffuse, misuse, or self-administer medications, supplements, essential oils, vitamins, or other health-related products unless specifically authorized by the school for documented purposes.

In the event of illness, injury, or medical concern during the school day, the school will make reasonable efforts to contact parents or guardians promptly. In emergency situations, Harvest Schoolhouse may contact emergency medical services or seek emergency medical care when deemed necessary for student safety.

Additional medical authorizations, medication permissions, emergency care procedures, and health-related agreements may be maintained through separate enrollment and medical forms.

Lunch, Wellness, and Nutrition

Harvest Schoolhouse promotes healthy habits, student wellbeing, physical activity, and a balanced approach to nutrition. Because the school does not operate a cafeteria program, families are responsible for providing daily meals and snacks appropriate for their child. Students should bring:

- A nutritious lunch

A refillable water bottle (required)

Any desired snacks

The school maintains regular meal and snack routines while recognizing that students have varying nutritional and developmental needs throughout the day. Students are encouraged to develop healthy habits around hydration, nutrition, self-awareness, and personal responsibility.

Refrigerator and freezer space is limited. Lunch bags with ice packs are strongly encouraged. Microwaves and an electric kettle for heating water are available for student use when appropriate and supervised.

Harvest Schoolhouse keeps a limited selection of backup lunch items and snacks for students who forget their lunch, need additional food, or experience occasional food-related situations during the school day. Family donations to these shared snack supplies are welcomed and appreciated.

Harvest Schoolhouse may also explore opportunities to offer optional purchased lunches or meal programs through approved off-site vendors or community partners. Families will be notified if and when such options become available.

Students may keep limited non-perishable backup snacks or lunch items at school when approved by staff.

Families are encouraged to communicate any significant food allergies, medical dietary needs, or health concerns to the school. Harvest Schoolhouse will make reasonable efforts to support student safety and wellbeing within the scope of the school environment and available staffing.

Safety and Security

Student safety and wellbeing are top priorities at Harvest Schoolhouse. We seek to maintain a safe, supervised, and secure learning environment while preserving a warm, welcoming, community-oriented atmosphere.

Exterior entrances are secured during school hours, and visitor access is limited and monitored. Staff members maintain communication and supervision during indoor activities, outdoor learning experiences, transitions between spaces, field activities, and multi-location programming.

Emergency Preparedness

Harvest Schoolhouse conducts regular safety procedures and emergency preparedness activities, which may include:

- Fire drills

Severe weather procedures

Evacuation drills

Lockdown procedures

Other safety response practices as appropriate

The campus may use security cameras, communication systems, controlled access procedures, and coordination with local emergency responders to support school safety and emergency preparedness.

Reunification

In the event of an emergency requiring evacuation or relocation, students may be transported or relocated to an established reunification or emergency pickup location at [primary reunification site] (or, if unavailable, [secondary reunification site]). Families will be notified as promptly as reasonably possible regarding emergency procedures and pickup instructions through the school's communication platforms.

Harvest Schoolhouse reserves the right to implement temporary safety procedures, modified operations, visitor restrictions, supervision adjustments, or emergency response measures whenever deemed necessary.

Visitors, Volunteers, and Campus Access

Visitors

To help maintain student safety and minimize disruption to the learning environment, visitor access during instructional hours is limited. Parents, guardians, guests, service providers, and other visitors should schedule visits or meetings in advance. All visitors must enter through approved entrances, check in with school staff, and follow school safety procedures while on campus.

The school may request valid identification, appointment verification, sign-in procedures, or additional authorization before granting access to the school environment or releasing students.

Students will only be released to parents, guardians, or individuals authorized through school records, unless alternate arrangements have been approved through documented communication between the family and school administration.

Harvest Schoolhouse reserves the right to limit, postpone, supervise, or deny campus access when necessary to preserve student safety, confidentiality, supervision needs, instructional continuity, or community wellbeing.

Volunteers and Guest Participants

Harvest Schoolhouse values the support and involvement of volunteers, community partners, guest speakers, enrichment providers, and participating families.

Volunteers, substitute staff, and individuals regularly working with students may be required to complete [background screening / reference checks / training requirements] and any other safety procedures the school determines appropriate before working with students.

Guest speakers, presenters, enrichment providers, and occasional participants who have not completed formal screening procedures will remain supervised by school staff at all times and will not be left alone with students.

Volunteer participation, classroom involvement, and community activities are coordinated in a manner intended to support student safety, instructional continuity, and healthy school operations. Additional volunteer procedures and guidelines may be provided separately.

Off-Campus Activities and Student Transportation

Harvest Schoolhouse may periodically offer off-campus learning experiences, educational field trips, service opportunities, outdoor activities, community partnerships, enrichment experiences, or other school-related events that support the educational mission.

Families will be notified in advance regarding planned off-campus activities, supervision expectations, transportation arrangements, scheduling, and participation details. A signed permission form will generally be required for off-campus activities.

School-Provided Transportation

When school-provided transportation is used for school-sponsored activities, it will be coordinated through approved transportation arrangements, qualified drivers, contracted services, or authorized staff, consistent with applicable laws, insurance requirements, and operational capacity.

When school-provided transportation is unavailable, some off-campus activities may instead operate as optional family participation or meetup opportunities.

Staff Transportation of Students

School staff members are prohibited from transporting students in personal vehicles unless specifically authorized by school administration for approved school-related purposes and supported by appropriate documentation, insurance verification, and parent authorization.

Family Carpools

Families may independently arrange carpools or transportation with other families at their own discretion. Such private transportation arrangements are not coordinated, supervised, or managed by Harvest Schoolhouse unless explicitly communicated otherwise.

Families are responsible for maintaining accurate emergency contacts, transportation permissions, and authorized pickup information through school records.

Student Drivers

Student drivers who possess a valid driver's license may drive themselves to campus with parent permission on file. Student drivers may not transport other students to or from school activities without written authorization from the families involved and approval from school administration.

Harvest Schoolhouse reserves the right to establish additional transportation procedures, participation requirements, supervision expectations, or safety protocols related to off-campus activities and student transportation as needed.

Community Conduct and Behavioral Expectations

Christian Conduct and Community Standards

Harvest Schoolhouse seeks to cultivate a Christ-centered learning community where students grow academically, socially, spiritually, and personally within a safe, respectful environment.

Students are expected to:

- Treat others with kindness and respect
- Participate responsibly in learning activities
- Contribute positively to community life
- Demonstrate honesty and self-control
- Care for school materials and shared spaces
- Develop increasing responsibility, maturity, and wise decision-making

Because Harvest Schoolhouse operates as a relational, multi-age learning environment, student behavior significantly impacts the broader community. Students are expected to demonstrate conduct appropriate for mixed-age settings and to contribute to a safe, healthy learning culture.

Discipline, Intervention, and Enrollment Review

We use mentoring, restorative conversations, accountability, guidance, and collaborative problem-solving as important parts of student growth and discipleship. Most concerns are addressed relationally, with the goal of teaching and restoration.

Because Harvest Schoolhouse is a multi-age Christian learning community, students are expected to exercise maturity and discretion in their language, conversations, media exposure, relationships, and interactions with others. Behavior that introduces inappropriate, sexualized, vulgar, aggressive, or non-age-appropriate content, conversations, images, or relational dynamics into the school environment may be addressed as a serious community concern — particularly when it undermines the Christ-centered culture of the school or exposes other students to themes, language, or relationships that families may not have chosen to introduce within their home.

Behaviors involving aggression, bullying, harassment, threats, persistent teasing, intentional provocation of other students, disruptive refusal to comply with staff instructions, serious disruption, unsafe conduct, inappropriate relationship behavior, or ongoing inability to function appropriately within the school environment may result in disciplinary intervention, suspension, dismissal, or review of continued enrollment.

Additional behavioral expectations, disciplinary procedures, safety standards, relationship boundaries, technology expectations, and student responsibilities are outlined in the Harvest Schoolhouse Student Code of Conduct, which families review and acknowledge annually.

Zero Tolerance Behaviors

Acts of violence include-but are not limited to-deliberate physical aggression such as hitting, punching, slapping, kicking, biting, or throwing objects with intent to harm, as well as threats of physical harm. Serious verbal aggression may include persistent name calling, insults, intimidation, or threats intended to cause emotional harm or provoke a physical reaction. Bullying refers to repeated behavior that targets another student with the intent to harass, isolate, demean, or control.

Searches and Inspections

To help maintain student safety and community wellbeing, the school reserves the right to inspect student belongings, lockers or storage spaces, and personal items, or to request that items be opened when reasonably necessary as part of a safety, behavioral, or disciplinary investigation.

Dress, Personal Items, and School Environment

Dress Expectations

Our dress expectations promote a neat, modest, practical, and learning-focused environment. Students are expected to dress appropriately for active learning, outdoor activities, varying weather conditions, and cool indoor temperatures, with a focus on comfort, modesty, safety, and participation.

Families are encouraged to send jackets, sweatshirts, and other practical outerwear as needed throughout the year. Additional dress code details may be provided separately.

Personal Items

Harvest Schoolhouse seeks to maintain a calm, respectful, healthy, and minimally distracting learning environment.

Because students regularly participate in outdoor activities, movement, and hands-on learning, families are encouraged to send students with weather-appropriate clothing, including jackets, sweatshirts, layers, and other appropriate outerwear.

To help maintain cleanliness, reduce germ transmission, and simplify daily routines, personal blankets should generally not travel back and forth between home and school. Harvest Schoolhouse maintains a limited number of shared lap blankets for student comfort, which are cleaned regularly by the school.

Students should generally not bring toys, stuffed animals, trading cards, collectible items, squishy toys, fidget items from home, or other non-school personal entertainment items, unless specifically approved by staff for educational, developmental, behavioral, or comfort-related purposes.

Items that become distracting, disruptive, unsafe, heavily traded, or a source of interpersonal conflict may be restricted, temporarily confiscated, or required to remain at home. The school may provide limited classroom fidgets, sensory tools, comfort items, games, or enrichment materials for supervised use when appropriate.

Facilities, Property Care, and Shared Spaces

Harvest Schoolhouse is grateful to operate within facilities generously provided through partnership with New Journey Church. Students, families, staff, and visitors are expected to help care for and respect all school, church, and shared-use spaces.

Students are expected to use facilities appropriately and safely at all times. Misuse of school or church property — including vandalism, intentional messes, destruction of materials, tampering with equipment, misuse of bathrooms or plumbing, or behavior resulting in unnecessary damage, repair costs, or operational disruption — may result in disciplinary consequences, restitution requirements, suspension, dismissal, or review of continued enrollment.

Families may be financially responsible for damage, excessive cleaning, repair costs, replacement expenses, plumbing issues, technology damage, vandalism, or other property loss caused by intentional misconduct, negligence, reckless behavior, or repeated misuse of facilities or equipment.

Students are expected to help maintain reasonably clean, organized, and respectful learning environments throughout the school day. Staff may assign age-appropriate responsibilities related to organization, classroom care, shared materials, studio spaces, outdoor environments, and community stewardship. We value stewardship, responsibility, gratitude, and respect for shared spaces as important parts of Christian character and community life.

Communication

Harvest Schoolhouse values clear, respectful, timely, and healthy communication between families and staff. Strong communication is essential to a positive learning community.

How We Communicate

The school uses a variety of adopted communication methods, which may include:

School Communication App for day-to-day messaging, announcements, schedules, and student updates.

Email for non-urgent questions, scheduling, and longer-form communication.

Text and phone calls to designated school numbers for time-sensitive matters, attendance notifications, and urgent concerns.

Emergency notifications (text, phone, and/or app alerts) for closures, schedule changes, and safety-related updates.

The school will make reasonable efforts to respond to non-urgent communication within [target response window, e.g., one to two business days] during normal business operations.

Healthy Communication

Families are encouraged to communicate concerns directly and respectfully with the appropriate staff member as early as possible, so that issues can be addressed constructively and relationally. We ask that families:

Start with the staff member closest to the situation before escalating.

Avoid raising concerns through social media, group chats, or other public forums.

Allow reasonable time for responses outside of instructional hours.

Approach concerns assuming good intent and shared commitment to the student's wellbeing.

Harvest Schoolhouse reserves the right to establish communication boundaries, procedures, scheduling expectations, and appropriate methods of contact in order to maintain healthy operations, staff wellbeing, instructional continuity, and professional communication.

Publications, Public Communication, and Media Inquiries

To help maintain clear, accurate, and consistent public communication, official school communications intended for broad distribution must be approved by school administration.

Media inquiries, public statements, interviews, press requests, promotional materials, or external communications representing Harvest Schoolhouse should be coordinated through the Head of School or an authorized designee.

No employee, volunteer, student, or parent should present themselves as an official spokesperson for Harvest Schoolhouse without prior authorization. The school reserves the right to review, approve, limit,

postpone, or clarify public communications related to school operations, safety, confidential information, student privacy, partnerships, or organizational representation.

Admissions and Non-Discrimination

Admission to Harvest Schoolhouse is a privilege and not a right. Enrollment decisions are made prayerfully and carefully, with consideration for the needs of the student, the family, and the broader learning community.

Admissions Process

The admissions process may include:

- A formal application

Review of prior school records

A family interview

A student interview or observation

A school visit or shadow day

Because Harvest Schoolhouse is a small, community-oriented, multi-age environment, students should generally be able to participate safely and appropriately within group learning and to engage in increasing levels of guided independence, responsibility, and collaboration appropriate to their developmental level. At minimum students must be able to independently do academic tasks for age appropriate amounts of time without minimal adult intervention.

Minimum Student Qualifications

Students must be able to work safely and independently on projects and academic tasks with minimal adult intervention.

The school reserves the right to deny or discontinue enrollment if it determines that it cannot adequately meet the needs of the student within the scope of its program, or if the school environment is no longer an appropriate fit.

Non-Discrimination

Harvest Schoolhouse does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or school-administered activities.

As a private Christian school, Harvest Schoolhouse operates in accordance with its Statement of Faith and Christian mission, and reserves the right to make enrollment, programmatic, employment, and operational decisions consistent with its religious identity and beliefs.

Enrollment, Tuition, and Financial Policies

Harvest Schoolhouse operates through an annual enrollment and tuition commitment model designed to support long-term planning, staffing, curriculum development, facility operations, and educational continuity.

Detailed tuition rates, payment schedules, fees, installment arrangements, financial procedures, and enrollment terms are provided separately through annual enrollment agreements and financial documents. Installment payment plans represent scheduled payments toward an annual tuition commitment and do not constitute month-to-month enrollment.

Specific amounts, due dates, and fees are confirmed each year in the Enrollment Agreement and Tuition Agreement.

Education Scholarship Trust Fund (ESTF) and Tuition Assistance

Harvest Microschools, Inc. is an approved Education Service Provider under South Carolina's Education Scholarship Trust Fund (ESTF) program. The ESTF program is administered by the South Carolina Department of Education, with programmatic and fund-distribution support through ClassWallet.

Families utilizing ESTF or other scholarship funding remain responsible for the timely completion of all required documentation, invoice submission procedures, approvals, and any tuition or fee balances not covered, delayed, denied, or released through scholarship programs or third-party funding systems.

Eligibility, application timelines, and student caps for the ESTF program are set by South Carolina law and may change year to year. Families are encouraged to confirm current ESTF program details with the South Carolina Department of Education before relying on ESTF funding for any portion of their tuition obligation.

Limited need-based tuition assistance may also be available through a separate application process and donated funds. Tuition assistance awards are generally based on verified financial need, awarded for one academic year at a time, and subject to available funding and annual review. Additional temporary hardship accommodations may be considered at the discretion of the school based on individual circumstances and available resources.

Financial Accounts and Custody Arrangements

Harvest Schoolhouse maintains a single financial account and enrollment record for each student. Families, parents, guardians, or other responsible parties may make payments toward the student's balance; however, the school is not responsible for managing, dividing, enforcing, or mediating financial arrangements between parents, guardians, or family members.

Unless otherwise required by court order or applicable law, financial account information, payment status, outstanding balances, enrollment obligations, and related educational financial records may be communicated to parents or guardians with educational, custodial, or financial responsibility for the student.

Families are responsible for providing accurate legal documentation regarding custody, educational decision-making authority, financial restrictions, or court-ordered limitations affecting school communication or records access.

Private financial arrangements between parents or guardians do not alter the financial obligations owed to Harvest Schoolhouse under the applicable enrollment agreements unless expressly approved by the school in writing.

Withdrawal, Dismissal, and Financial Responsibility

Because Harvest Schoolhouse hires staff, allocates resources, purchases curriculum, plans programming, and commits operational expenses based on annual enrollment commitments, withdrawal from the school does not automatically eliminate financial responsibility for the agreed enrollment period.

New student enrollments are generally considered probationary during the initial enrollment period as the school evaluates whether the student, family, and educational environment are an appropriate mutual fit. The school reserves the right to determine whether continued enrollment is appropriate based on academic, behavioral, developmental, relational, operational, or community considerations.

Families who voluntarily withdraw during approved withdrawal periods may be eligible for limited tuition adjustments as outlined in the applicable enrollment and financial agreements. Administrative fees, curriculum fees, technology fees, deposits, and similar operational expenses are generally non-refundable once incurred or allocated. (Refer To Tuition Form)

Students dismissed for significant behavioral concerns, safety concerns, conduct violations, ongoing non-cooperation, or serious community disruptions may not be eligible for tuition or fee refunds, or for release from financial obligations, as outlined in the applicable enrollment agreements.

Records, Accounts, and Additional Agreements

Harvest Schoolhouse reserves the right to withhold report cards, transcripts, student records, diplomas, re-enrollment eligibility, participation privileges, or continued enrollment when financial obligations remain unpaid, unless otherwise required by law.

Additional policies regarding enrollment commitments, withdrawals, payment schedules, late payments, collections, scholarships, refunds, technology fees, or financial responsibilities may be maintained separately through enrollment contracts, tuition agreements, financial policies, and signed parent agreements.

Fundraising and Organizational Partnerships

Harvest Schoolhouse may periodically conduct fundraising activities, donation campaigns, sponsorship opportunities, community partnerships, or special events in support of the educational mission and operations of Harvest Microschools, Inc.

Student participation in fundraising activities is voluntary unless otherwise communicated as part of a specific educational program, service project, or approved school activity.

All fundraising activities, sponsorship arrangements, donation campaigns, partnerships, vendor collaborations, or public fundraising efforts conducted in the name of Harvest Schoolhouse or Harvest Microschools, Inc. must receive prior approval from school administration.

The school may collaborate with churches, businesses, nonprofit organizations, community partners, or approved vendors whose values and activities align appropriately with the mission and educational philosophy of Harvest Schoolhouse.

Harvest Schoolhouse reserves the right to approve, deny, limit, modify, or discontinue fundraising activities, sponsorships, partnerships, promotional arrangements, or external collaborations that may conflict with the school's mission, Christian beliefs, operational needs, student wellbeing, or organizational priorities.

Only authorized representatives designated by Harvest Microschools, Inc. may enter into contracts, financial agreements, sponsorship arrangements, vendor relationships, public partnerships, or organizational commitments on behalf of the school or nonprofit organization.

Parent and Student Acknowledgment

By enrolling at Harvest Schoolhouse, families acknowledge that they have received and reviewed this Family Handbook and agree to support its policies, expectations, and Christian mission throughout the enrollment relationship.

Families further understand that Harvest Schoolhouse may interpret, apply, modify, or revise any portion of this Handbook as reasonably necessary to support the mission, safety, and wellbeing of the school community, and that updates will be communicated through the school’s official channels.

Acknowledgment of Receipt and Agreement

Student Name(s): _____ Parent / Guardian Name: _____ Parent / Guardian

Signature: _____ Date: _____

Parent / Guardian Name: _____ Parent / Guardian Signature: _____ Date: _____

Student Signature (age-appropriate): _____

Date: _____

Notes and References

Important Note

This Handbook describes Harvest Schoolhouse policies and is provided for informational and community-life purposes. It is not legal advice. Harvest Microschools, Inc. recommends that this Handbook be reviewed by qualified South Carolina counsel before adoption and periodically thereafter.

Reference Sources

Selected policy areas in this Handbook are informed by publicly available South Carolina references, including:

South Carolina Code, Title 59, Chapter 65 — Compulsory school attendance and related sections:

<https://www.scstatehouse.gov/code/t59c065.php>

South Carolina Department of Education — Education Scholarship Trust Fund (ESTF) program information, including program administration and approved Education Service Providers:

<https://ed.sc.gov/newsroom/strategic-engagement/education-scholarship-trust-fund-program/>

These references are provided as general resources. Families should not rely on this Handbook for legal interpretation of South Carolina law or ESTF program rules. Program rules and eligibility may change.