



HARVEST SCHOOLHOUSE

Operated by Harvest Microschools, Inc.
330 Deadfall Rd. W, Greenwood, SC 29649
864-993-1236 • harvestschoolhouse.org
harvestschoolhouse@pm.me

HARVEST SCHOOLHOUSE HANDBOOK

Dear Students and Families,

On behalf of the faculty, staff, and administration, welcome to Harvest Schoolhouse. We are delighted to have you join our innovative and faith-centered learning community. This Handbook is designed to provide you with essential information about our school policies, procedures, and expectations. It is full of helpful information; however, no manual can anticipate every need or concern that may arise throughout the school year. When matters are brought to our attention, please know that we are committed to finding solutions that align with the values we share.

The school reserves the right to apply its policies with some degree of flexibility, in the best interest of the students, families, and employees. The policies and practices outlined here are subject to revision at any time. Therefore, this Handbook should be considered a “working” document. We will keep the latest revision online and be sure every family knows how to access it.

Harvest Schoolhouse is a program operated by Harvest Microschools Inc., a nonprofit educational organization. “Harvest Schoolhouse” is used as an operating name with permission from Harvest Schoolhouse LLC, the owner of the proprietary curriculum and educational model.

If you have any questions, comments, or concerns, please don’t hesitate to contact me. We are thrilled to have you join the Harvest Schoolhouse family!

Sincerely,

Kelly Birmingham, Ed.S.
Head of School and Lead Teacher



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HARVEST SCHOOLHOUSE OVERVIEW

Organizational Structure

Harvest Microschools Inc. is a registered nonprofit in the state of South Carolina, with federal 501(c)(3) tax-exempt status pending. The school operates under the name "Harvest Schoolhouse" through a licensing agreement with Harvest Schoolhouse LLC, which owns the proprietary educational model, curriculum, and brand assets. This structure allows us to maintain the creative, Christ-centered learning environment our families love while working toward eligibility for nonprofit educational funding and support.

Harvest Schoolhouse was originally founded as a privately operated microschool under Harvest Schoolhouse LLC and began on the campus of Cedarwood Church. In 2025, the program transitioned to nonprofit governance under Harvest Microschools Inc. While our current operations are based on the campus of New Journey Church in Greenwood, we are deeply grateful for the foundational support of Cedarwood Church and continue to value the lasting relationships formed there.

Harvest Microschools Inc. is also an approved Education Service Provider under South Carolina's Education Scholarship Trust Fund (ESTF) program.

Compliance Notice

By the act of enrollment or accepting employment, all Harvest Schoolhouse students, parents and employees agree to abide by and comply with the policies and protocols as set forth in this Handbook. Failure to do so may result in loss of enrollment privileges and/or employment.

Mission

To cultivate a Christ-centered community where students discover their God-given talents, pursue excellence through individualized/self-directed learning, and become compassionate leaders equipped to impact the world.



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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

- **Faith:** We are rooted in Biblical principles and Christian values, guiding students to deepen their faith and relationship with God.
- **Compassion:** We cultivate a culture of empathy and kindness, fostering compassionate leaders dedicated to serving others.
- **Community:** We believe in the strength of community, where collaboration, respect, and inclusivity thrive.
- **Empowerment:** We empower students to discover and embrace their unique gifts and talents.
- **Excellence:** We strive for excellence in all areas of learning, encouraging a pursuit of knowledge and personal growth.
- **Innovation:** We embrace innovation and adaptability, continuously seeking new ways to enhance the learning experience.
- **Leadership:** We develop leaders who lead with integrity, making a positive impact on their communities and the world.



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STATEMENT OF FAITH

At Harvest Schoolhouse, we embrace the foundational truths taught in the Bible. Our teaching and ministry are rooted in and flow out of these core beliefs:

GOD

- There is one eternally existing God who has three distinct persons: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19).
- God is the creator of all that exists, both visible and invisible, and is therefore worthy of all glory and praise (Genesis 1:1).
- God is perfect in love, power, holiness, goodness, knowledge, wisdom, justice, and mercy (Psalm 36:5-6).

REVELATION

- God has revealed Himself to us through His son, Jesus Christ, who is the visible image of the invisible God (Colossians 1:15).
- The holy scriptures and all of creation itself are sources through which God reveals Himself to us (Romans 1:20).

CREATION

- We believe in the literal account of creation as presented in the Bible, that God created the heavens and the earth in six days (Genesis 1:1-31).
- Humans, both male and female, were created in God's image for His glory (Genesis 1:27).
- The first humans, Adam and Eve, were created without sin and appointed as caretakers of God's creations (Genesis 2:15).

THE FALL

- When Adam and Eve chose not to obey God, sin entered the world, causing a fracture in creation and a separation from God (Romans 5:12).
- This fallen state affects all humanity, leading to a need for redemption and reconciliation with God (Romans 3:23).



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SALVATION

- Jesus Christ came to reconcile us with God, living a sinless life and dying on the cross to pay the penalty for our sins (Romans 5:8).
- Through faith in Christ as our Lord and Savior, we receive the free gift of eternal life by God's grace (Ephesians 2:8-9).
- Salvation is found in Christ alone (Acts 4:12).

THE CHURCH

- The Church is meant to be the visible body of Christ, proclaiming the gospel and glorifying God (Ephesians 1:22-23).
- We are called to live in unity and love, reflecting Christ's character to the world (John 13:34-35).

RESURRECTION

- Jesus Christ will return one day to judge the living and the dead, ushering in God's kingdom (Acts 1:11).
- There will be a resurrection of both the righteous and the unrighteous (John 5:28-29).

SEXUALITY AND MARRIAGE

- We believe that marriage is a sacred covenant between one man and one woman, as established in Scripture (Genesis 2:24).
- God intends sexual intimacy to occur only within the bounds of marriage between a man and a woman (1 Corinthians 7:2-5).
- God wonderfully created each person as male or female, reflecting His image and design (Genesis 1:27).

BIBLICAL AUTHORITY

- We believe the Bible alone, in its entirety, is the inspired and infallible Word of God, the final authority in matters of faith and practice (2 Timothy 3:16-17).



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STATEMENT OF COOPERATION

Finances

We understand it is necessary that parents/guardians pay tuition for the amount stated in the tuition and financial information statement. If tuition payments and fees are not received within 10 days of the due date of each month, a \$30 late charge will be added each month to the account. *Tuition that becomes 30 days past due will result in the student being withheld from attending school until such amounts due are made current.* A fee of \$30 will be charged for each returned check. The full month tuition is due for any month in which the student attends one school day. All fees are due in full and are nonrefundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month.

Tuition Assistance

Tuition assistance awards are based on the families demonstrated need as determined by an online application with a third-party vendor. The third-party agency makes financial needs assessments for the school. It uses information supplied by the applicant to assess financial need. Applications can be made online. Each award is made in the form of a discount on tuition, is for one year only based on availability of funds, and is awarded to returning families first. The deadline for initial applications each school year is June 30, 2025. Applications submitted after that date will be reviewed, and awards will be based on the amount of assistance remaining. *New students must be accepted by Harvest Schoolhouse prior to tuition assistance being requested.*

School Activities

We give permission for our child(ren) to take part in any and all school activities, field trips, including sports and school sponsored trips away from the school premises, and absolve the school from liabilities to us or our child, because of any injury to us or our child at school or during any school activity. In case of emergency or serious illness, we request the school to contact us first. If we are not available, please contact the designated emergency contact. If the emergency contact cannot be reached, the school has our permission to make whatever arrangements deemed necessary for our children's treatment. If the emergency is life-threatening, and we cannot be reached, the



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physician has permission to act accordingly absolving the school of any liability. This statement of cooperation will serve as a blanket permission slip for the entirety of the current school year.

Volunteers

In order to help ensure the safety of our students, Harvest Schoolhouse has an established volunteer policy that is outlined in this School Handbook. We understand that in order to participate as a volunteer we will abide by the guidelines set forth in the volunteer policy and complete any necessary forms.

Privacy

Harvest Schoolhouse is committed to ensuring that your privacy is protected. Harvest Schoolhouse will use personal information, such as email, addresses and phone numbers, for school related, communication, inclusive of third-party services. Personal information will not be shared, sold, or distributed outside of this ministry. We likewise, authorize Harvest Schoolhouse, or anyone authorized by Harvest Schoolhouse, to use and reproduce all audio and videotapes and photographs, which Harvest Schoolhouse takes of our children or any family member produced for school, literature, advertisements, and promotional purposes without further compensation. All copies, masters, negatives, pictures, and proofs shall constitute Harvest Schoolhouse property, solely and completely.

Discipline

We believe discipline is a necessary aspect of our children's education. We give permission for our children's instructors, and or administrator to make, and enforce classroom regulations in a manner consistent with the school's community philosophy, and with Christian principles and discipline as set forth and scriptures. We understand that we have the responsibility to actively support the authority, philosophy, objectives, policies, procedures, and discipline of the school as established by the Head of School.

Parental Commitment

We understand that children are accepted on a general probationary status for the first 2 months. We agree that we will in no case complain to other parents, but will register only necessary complaints with the Head of School following the Matthew 18 principle. We pledge our full cooperation to keep doctrine controversy out of the school. We



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agreed to support the school with our prayers and positive attitude. We understand that if at any time, the school determines, at its sole discretion, that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of our child(ren). We understand that the school serves the right to dismiss our student for lack of cooperation on the part of the student, parent, and or guardian.

Admission to Harvest Schoolhouse is a privilege and not a right. It is a privilege granted, with the understanding that all students will desire to live as Bible-believing, consecrated Christians. Conduct exemplary of developing young Christians is expected. Drinking alcoholic beverages, using marijuana or other illegal drugs, smoking, profanity, disrespect for authority and property, improper sexual behavior, and abuse of others are prohibited. This applies to school, and non-school related social activities where unacceptable behavior would have an adverse effect on the testimony of the school.

ABOUT HARVEST SCHOOLHOUSE

School Overview

Harvest Schoolhouse is a small private Christian school, located on the campus of New Journey Church in Greenwood, South Carolina. Harvest Schoolhouse welcomes all students and families. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

At Harvest Schoolhouse, we are more than just educators; we are guides on a faith-based journey of self-discovery and transformation. Inspired by innovative learning models and Biblical principles, our school is a place where students navigate their paths with autonomy and creativity. With a blend of individualized/self-directed learning, multi-age groupings, and cutting-edge resources, we equip students to thrive in a rapidly evolving world. Harvest Schoolhouse is committed to Christian values, hands-on learning, and fostering a tightly bound community of compassionate leaders ready to impact the world.

Curriculum

Harvest Schoolhouse is a Christian school with daily worship, Bible study, and integration of Christian principles throughout the curriculum. We employ a blended



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learning approach, focused on individualization, community and core skills. We foster mastery of core skills at an independent pace using individual instruction, hands-on application, and cutting-edge adaptive software programs. We offer various programs to track individual progress. Academic skills are integrated and practiced through thematic units, challenges, games, literature exploration, and purposeful daily writing.

The school year is broken up into thematic units. At the end of each unit, students participate in a culminating event to exhibit their work. Themes and events will be communicated to families throughout the year.

Extracurricular Activities

Students will have opportunities to engage in a variety of extracurricular activities, educational field trips, apprenticeships, artistic pursuits, trades and crafts.

Staffing Ratios

The number of enrolled students will not exceed the school's ability to employ qualified staff at a ratio of 12 students per staff member; however, two or more staff members will always be present for safety reasons.

Minimum Student Qualifications

Students must be able to work safely and independently on projects and academic tasks with minimal adult intervention. The admissions process will include a formal application, review of pertinent school records, a family and child interview, and a school visit. A school admissions committee will review and approve all enrollment decisions. Harvest Schoolhouse does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Homework

A meta-analysis of more than 180 studies on homework and its effects demonstrated no correlation to achievement for elementary school, moderate correlation in middle school, and a counter-productive impact of too much homework in high school (Cooper, 2006). At Harvest Schoolhouse, the majority of school work and learning tasks can be completed during the school day.



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Occasionally, students may need extra time beyond the regular school day to catch up on assignments or projects with a specific deadline, i.e. a project for an end-of-unit event. Students may also choose to login on their online core-skills programs outside of the regular school day, to accelerate their own progress or to meet personal goals. Otherwise we encourage students to spend their time at home engaging with their family and friends, reading, exploring hobbies, developing real-world skills, exploring the outdoors, playing, and participating in regular church activities.

Technology and Materials

Students will need a laptop or tablet at school each day. The school will provide a refurbished macbook laptop for each student. Students are encouraged to bring their own headphones and mouse for use with their school computer. School computers will not be taken home unless arrangements are made between the family and the Head of School for unique circumstances, i.e. extended medical absence.

Reading, writing and various art materials will be provided by the school. If a student wishes to utilize his/her own materials, such as specific pencils, crayons, markers or other school supplies, they can be brought to school and kept in the student's personal backpack.

Each student will need to bring a backpack to leave at school. In the backpack, students may store personal school supplies and other personal items. The school cannot ensure the safety of expensive items or devices such as cell phones, etc. It is recommended that those items be left at home. Students may choose to keep a small TSA approved luggage lock on his/her backpack, the Harvest Schoolhouse Head of School may open a student's backpack, or request that it be opened, if necessary for the investigation of specific incidents.

Harvest Schoolhouse engages in a lot of outdoor play and activities. student's may want to keep a "just in case" spare change of clothes in their backpack.

Grading and Report Cards

Student work is assessed through adaptive software score reports, quarterly skills assessments, learning portfolios, project and participation rubrics, etc. Reports will be sent home to parents at the end of each 9-week quarter. For upper grade level students



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who require appropriately documented course grades for transcripts, letter grades will be given (A=90-100, B=80-89, C=70-79, D=60-69, F= 59 and below). Individual students who wish to pursue advanced classes will receive support to explore and enroll in various accredited online classes or to pursue dual enrollment in upper grades. For standard classes, the maximum grade point average (GPA) will be 4.0, advanced or honors class GPA maximum is 4.5, and dual enrollment class GPA maximum is 5.0. Course credit consists of 120 instructional hours. South Carolina high school graduation requirements can be found on the South Carolina Department of Education [website](#).

Exams and Assessment

Where appropriate for credit and transcript purposes, high school students may be given access to end-of-course exams to demonstrate mastery of concepts. Various assessments and exams are also built-in to the adaptive learning software used daily. State Standardized tests are not required for private schools, but Harvest Schoolhouse may utilize annual Spring standardized testing as a measure of student achievement in core subject areas, and can assist older students in preparing for, registering for, and taking college placement exams as needed.

Attendance

SC Code of Law 59-65-10, the South Carolina Compulsory Attendance Law requires that a parent or guardian shall require his child to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education, a member school of the South Carolina Independent Schools and Association, a member school of the South Carolina Association of Christian Schools, or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child is five years of age before September first until the child is seventeen. Students must be present for 50% of the school day to be counted as present for the day.

Absence is considered excused with a written note from a parent or a parent phone call to the school. Given the blended learning approach to the Harvest Schoolhouse curriculum, students will have a variety of options for making up absences, or completing remote learning activities to satisfy instructional requirements. Students and



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parents should communicate any pre-planned absences to the school, so arrangements can be made to complete instructional activities.

Absences are considered chronic when any student who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period. A school year at Harvest Schoolhouse consists of 159 days, at 7.5 hours per day, for a total of 1,192.5 hours of instructional hours during the annual enrollment period. Chronic absence would equate to missing more than 50% of the day for more than 15 school days. Excessive absences due to special circumstances (i.e. hospitalization due to illness, death in the immediate family) will be reviewed by the head of school and handled on a case by case basis. If a student is absent for 10 consecutive days with no communication from the family, the school reserves the right to administratively withdraw the student.

Truancy occurs when a student is “unlawfully” absent without the knowledge of his or her parents, or absent without acceptable cause with the knowledge of his or her parent, three consecutive days or a total of 5 days.

In instances of chronic absence and truancy, the school will meet with the parents to review whether or not the student continues to be a good fit for enrollment at Harvest Schoolhouse.

Inclement Weather

In the event of severe weather conditions, Harvest Schoolhouse may close or delay opening to facilitate safe travel. In most cases, Harvest Schoolhouse will follow the closure practices of Laurens County. Harvest Schoolhouse will communicate closures with parents via text alert or phone call.

School Hours

Doors open at 7:45 a.m. and students must be picked up by 4:30 pm.
student hours are 8:00 a.m. to 4:00 p.m.
Staff hours are 7:30 a.m. to 4:30 p.m.



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Students must remain in their car with their parent(s) until the doors open at 7:45 a.m. All students must be picked up no later than 4:30 p.m. Parents will be assessed a late pick-up fee of \$5 for every 10 minutes after 5:00 p.m.

Daily Schedule

We frequently adjust the daily schedule to meet the needs of our students, and to accommodate current projects. For a copy of the most recent daily routine, please contact the Head of School.

Lunch, Wellness and Nutrition

We promote a culture of wellness and healthy living at Harvest Schoolhouse. Students are encouraged to make nutritious food choices and engage in regular physical activity. We do not operate a cafeteria. We encourage students to bring a healthy lunch and any desired snacks. Although we do have a specific lunch period every day, and we encourage healthy eating routines, students are permitted to eat when they are hungry, and drink when they are thirsty, and use the restroom when they need to. Each student should also bring a refillable water bottle for use throughout the day. The school has limited refrigerator and freezer space available to store perishable lunch items, a lunch bag with an ice pack is preferred. There is a microwave available for heating food.

Students may keep non-perishable back-up lunch and items at the school for days when they want or need additional food. If a student forgets his or her lunch, the parents will be notified. The school will also have some basic lunch and snack items on hand for the occasional forgotten lunch. We will never allow a student to go hungry.

Safety and Security

Student safety is our top priority. Harvest Schoolhouse maintains a secure campus. All exterior entrances are locked during school hours. When activities occur outdoors or in multiple buildings, staff will be in constant communication. Regular fire, evacuation and lockdown drills will be conducted. The campus is outfitted with security cameras and arrangements will be made with local authorities to ensure a rapid response should any unforeseen safety issue arise. Should evacuation be necessary, students will be transported to an established secure emergency evacuation site for parent pick up.



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Visitors

Parents will be given specific procedures for gaining access to the school building via the main entrance. Visitors are only permitted by appointment. Visitors must present proof of appointment (e.g., email confirmation from the head of school, an instructor, or ministry staff) and valid ID before signing in to enter the school building. Parents may not enter the school through any entrance other than the main entrance. To pick up a student from school outside of regular pick-up time, parents or authorized individuals must present valid ID and sign the student out at the main entrance. Individuals not listed on the student pick-up form by the parents will not be permitted to pick up any student. ID must be verified at time of pick up.

Volunteers

All volunteers and substitute instructors must undergo a background check. Guest speakers or instructors will not undergo formal background checks, but will never be permitted to be alone with students. All volunteers will be scheduled by the Head of School to participate in activities that align with the school curriculum. The only exception to the background check and scheduling requirements will be volunteers and individuals attending or participating in public events hosted by the school.

Communications

It is our goal to provide your family as much information on school policies, procedures and daily activities as possible. To that end:

- Parents can email the Head of School at harvestschoolhouse@pm.me with non-urgent questions or concerns. Emails will be generally returned within 1 business day.
- Parents may text or call the Head of School at 864-993-1236 and/or instructors for day to day communications and notification.
- The school will utilize the Class Dojo app for parent communication and information sharing. Urgent information will also go out via text message or phone call.

Harvest Schoolhouse Publications and Media Communications

Any communications, written or oral, that are intended for distribution to the entire school community, the general public, or media organizations must be approved by or come directly from the Head of School. All details must be coordinated and approved



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before any announcements are made. All media requests (newspaper, TV, radio, etc.) must be referred to the Head of School. The Head of School or the Head of School's designee is assigned as the only spokesperson for Harvest Schoolhouse in media inquiries.

Library

The school is actively building a school library. Instructors and the Head of School will assist students accessing online public library catalogs and borrowing desired books. Families are encouraged to plan family and friend library visits and used book sale outings on Fridays and weekends.

Off Campus Travel & Student Transportation

School staff will notify families in advance of any planned off-campus activities. Transportation for school-sponsored events may be provided, in full compliance with all applicable state regulations, once the school obtains a qualified vehicle and driver. Until that time, off campus trips will be arranged as optional family meet up opportunities. School staff members are strictly prohibited from transporting students in their personal vehicles.

Parents, volunteers, or parent-staff members may independently arrange carpools or transportation with other families. Such arrangements are made solely at the discretion of the individuals involved and are not coordinated, endorsed, or facilitated by Harvest Schoolhouse. In these cases, the parent, volunteer, or parent-staff member acts in a personal capacity outside of school hours. Harvest Schoolhouse assumes no responsibility or liability for any incidents, accidents, or injuries that may occur during such privately arranged transportation or before/after-school care.

Harvest Schoolhouse will never arrange for parents to transport students from other families. If families choose to participate in carpooling or shared transportation, they are responsible for adding authorized individuals to the student's pick-up permission list and informing the school of any changes in routine.

Student drivers may drive to campus if they hold a valid South Carolina driver's license. Student drivers are strictly prohibited from transporting other students unless express written permission is provided by both the driver's parents and the parents of the passenger(s).



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Harvest Schoolhouse Fundraising Policy

All student fundraising activities must be approved in advance by the Head of School. Participation by students is voluntary. Fundraising activities are carried out by or in partnership with Harvest Microschools Inc., the nonprofit organization that operates the Harvest Schoolhouse program. The school may also engage in fundraising efforts in collaboration with New Journey Church, which provides facilities and ministry partnership.

Fundraising campaigns involving external businesses or organizations (e.g., local restaurants, retailers, or sponsorship programs) must be pre-approved by the Head of School. Any arrangement in which a portion of sales or proceeds benefits Harvest Microschools Inc. or its students must comply with the school's values and mission.

Only the Head of School is authorized to enter into contracts, agreements, or set up accounts on behalf of Harvest Microschools Inc. using the Harvest Schoolhouse name. No agreements may be entered into with organizations that would compromise the school's operations or conflict with its Christian beliefs and educational philosophy.

FAITH-BASED ACTIVITIES

Worship and Bible Study

Every morning, students participate in music, worship, and Bible study sessions. These activities are designed to nurture spiritual growth and foster a deeper understanding of Christian values.

Christian Values Integration

Christian values are integrated into all aspects of our curriculum and activities. Students learn to apply these values in their daily lives, developing character and integrity.



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Community Service Opportunities

Harvest Schoolhouse encourages students to engage in community service projects and outreach activities. These opportunities allow students to put their faith into action and make a positive impact on the community.

STUDENT LIFE

Standards of Conduct

All students are expected to adhere to the school's standards of conduct, which promote respect, responsibility, and kindness. Behavior that goes against these values will be addressed promptly and constructively.

Dress Code

Our dress code promotes a neat and modest appearance. Students are expected to dress appropriately for a learning environment, including outdoor activities, with a focus on comfort and modesty.

Behavior Expectations

Harvest Schoolhouse is committed to cultivating a safe, Christ-centered environment where students feel secure, valued, and respected. We maintain a zero tolerance policy for intentional acts of violence, serious verbal aggression, and bullying. These behaviors violate our standards of conduct and Christian principles of love, self-control, and peacemaking.

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.



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We understand that children occasionally have disagreements or physical interactions during play. Minor playground squabbles, accidental bumps, or developmentally typical frustration will be addressed with redirection and restorative guidance—not punitive measures. However, when a student crosses the line into intentional harm—physical or emotional—it will be taken seriously.

If such incidents occur:

- The student(s) involved will be immediately separated from the group
- A staff member will provide supervision and support to all affected students
- The incident will be formally documented
- Parents of all involved students will be contacted
- If a student is physically hurt or emotionally harmed, communication with families and documentation are required
- A parent meeting will be held before the student may return to class

Further consequences—including suspension or dismissal—may be considered in the event of repeated or severe behavior.

As a Christian learning community, we aim not only to discipline but to disciple. We believe that children can grow through correction when it is rooted in love and truth (Proverbs 3:11–12, Galatians 6:1, Matthew 5:9). Our goal is to teach students how to pursue peace, restore broken relationships, and take responsibility for their actions.

Chronic Disruptive Behavior

At Harvest Schoolhouse, we value each child as a unique creation of God and strive to provide a nurturing environment where all students can thrive. However, when a student exhibits ongoing disruptive behavior that significantly interferes with the learning environment or consistently prevents others from engaging in their education, it may indicate a need for additional support or a different setting. In such cases, we will partner with the student's family to develop and implement behavior strategies with the goal of helping the student succeed within our model. If, after reasonable efforts, the



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behavior persists and the student is unable to function effectively in our learning environment, we may recommend an alternative educational placement that better meets the child's needs. This decision is always made prayerfully, in love, and with the best interest of both the individual student and the broader school community in mind.

Attendance and Absences

Regular attendance is crucial for academic success. Parents/guardians are asked to notify the school in a timely manner if their child will be absent, either by phone, text, or email. For most absences, no written excuse is required. However, in the event of prolonged or recurring absences, the Head of School may request documentation to support appropriate attendance tracking. Communication and collaboration between families and school staff ensure flexibility while meeting legal and instructional requirements.

Assignments

Assignments are designed to reinforce classroom learning and develop independent study skills. Students are expected to complete assignments on time and to the best of their ability.

Assessment and Grading

Students are assessed through a variety of methods, including adaptive software, participation points, tests, projects, presentations, and discussions. Grades are based on academic performance, effort, and participation.

PARENT INVOLVEMENT

Parent-Staff Communication

Open communication between parents/guardians and school staff is vital for student success. Parents are encouraged to stay informed about their child's progress and communicate any concerns or questions to the school staff.



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Parent Volunteer Opportunities

Parents are welcome to volunteer at the school and participate in various activities and events. Your involvement strengthens our school community and enhances the learning experience for all students. For the safety of our students, all volunteers will be required to undergo a background check.

Parent Education Workshops

Harvest Schoolhouse may offer parent education workshops on various topics related to parenting, education, and faith. These workshops provide valuable resources and insights for parents/guardians.

HEALTH AND SAFETY

Student Health and Medical Care

The health and well-being of our students are a top priority. While we do not have a nurse on staff, our trained personnel can provide basic first aid and respond to minor health concerns. In the event of illness, injury, or a more serious medical need, we will promptly contact parents/guardians and, if necessary, call emergency services.

Parents/guardians must provide up-to-date health records for their child. All prescription and over-the-counter medications must be hand-delivered to school staff in their original containers, where they will be stored in a locked cabinet and administered only by authorized staff in accordance with written instructions.

Emergency Procedures

In the event of an emergency, our school has established procedures to ensure the safety and well-being of students and staff. Emergency drills are conducted regularly to prepare for various scenarios.



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TECHNOLOGY GUIDELINES

Acceptable Use Policy

At Harvest Schoolhouse, we recognize the value and importance of technology in education. Our aim is to provide a safe and conducive learning environment where technology is used responsibly and ethically. As members of this community, students, teachers, and staff are expected to adhere to the following guidelines when using school-provided technology resources and wifi:

Responsible Use: All technology utilized at the school is to be used for educational purposes in alignment with the school's curriculum and objectives. This includes but is not limited to laptops, tablets, software, and internet access.

Respect and Kindness: Users are expected to demonstrate respect and kindness in all online interactions. This includes refraining from bullying, harassment, or disrespectful behavior towards others. Remember, online actions have real-world consequences.

Data Security: Protecting personal and sensitive information is crucial. Users must not share their login credentials, passwords, or any other confidential information. Additionally, do not attempt to access others' accounts, files, or data without permission.

Appropriate Content: Users should only access and create content that is appropriate for an educational setting. This means refraining from viewing, downloading, or distributing materials that are obscene, illegal, or could be considered harmful or offensive.

Cybersecurity: Users must be vigilant about cybersecurity. Avoid clicking on suspicious links, downloading unknown files, or engaging in activities that could compromise the security of the school's network or devices.

Copyright Compliance: Respect copyright laws by using only legally acquired software, media, and materials. Do not distribute copyrighted material without proper authorization.



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Device Care: Users are responsible for the proper care of school-issued devices. This includes keeping devices charged, reporting any technical issues promptly, and using them in accordance with the provided instructions.

Monitoring and Compliance: The school reserves the right to monitor technology usage to ensure compliance with this policy. Any violations may result in disciplinary action, including the loss of technology privileges.

By using Harvest Schoolhouse's technology resources and wifi, users agree to abide by this Acceptable Use Policy. This policy is in place to promote a positive and safe learning environment for all members of our community. Harvest Schoolhouse reserves the right to update or modify this policy as needed. Users will be notified of any changes, and continued use of school technology implies acceptance of the updated policy.

Use of Student Information for Educational Tools

Harvest Schoolhouse uses a variety of secure, education-focused platforms to support student learning. In order to set up these accounts, the school may share basic personally identifiable information (such as student name, grade level, and date of birth) with these service providers. These platforms are selected to align with our curriculum and educational goals, and all reasonable steps are taken to protect student privacy.

A list of commonly used educational tools is available upon request. Families who have specific concerns may contact the Head of School to discuss accommodations or opt-out options, understanding that doing so may limit access to certain learning tools or programs.

SCHOOL FACILITIES

Facility Use and Responsibility

Harvest Schoolhouse is blessed to operate within the facilities of New Journey Church, which generously allows us to use its space for our educational programs. As guests of



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the church, students and families are expected to treat the property with the utmost care and respect.

In the event that a student causes damage to church property, whether intentional or due to negligence, the family may be held responsible for the cost of repair or replacement. The school will assess incidents on a case-by-case basis and communicate directly with the family regarding any necessary restitution.

We appreciate the partnership with New Journey Church and ask all students and families to help us maintain a respectful and responsible environment within its facilities.

School Maintenance

Students are responsible for maintaining cleanliness and organization in their designated studio spaces. Respect for shared resources and equipment is expected at all times.

SCHOOL CALENDAR

School Calendar

The school calendar can be found on the school website. The calendar outlines important dates, holidays, and breaks. Parents/guardians should refer to the calendar for planning purposes and to stay informed about school events. In the case of a calendar revision, the new version will be posted on the website and sent home.

Holidays and Breaks

Harvest Schoolhouse observes major holidays and breaks in alignment with the academic calendar. Students and families can enjoy quality time together during these breaks.

Special Events

Throughout the school year, we host special events such as field trips, performances, and community gatherings. These events enhance the learning experience and provide opportunities for students to showcase their talents.



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TUITION & FINANCIAL INFORMATION

Tuition and Fees

Annual tuition at Harvest Microschools Inc., operating as Harvest Schoolhouse, is \$6,500 per student.

Each student is also assessed a \$1,000 Curriculum & Technology Fee, which includes:

- Curriculum Fee (\$500): Covers books, printed materials, consumables, and digital curriculum resources.
- Technology Fee (\$500): Covers a refurbished MacBook laptop and subscriptions to educational software and applications. All students are required to use a school-provided laptop.

Note: Students with a school-issued laptop from a previous year that remains functional and compatible with current programs will receive a discounted Technology Fee.

Payment Schedule Options

Families may choose one of the following payment plans:

Option 1 – Full Payment

- Pay \$7,500 (tuition + fees) in full, due one week before the student's first day of school.

Option 2 – Monthly Payment Plan

- Initial Payment: \$1,550 due at registration (\$550 tuition + \$1,000 fees)
- Remaining Payments: \$550/month, due on the 1st of each month, August through June (11 payments)



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Families interested in quarterly or bi-monthly payment arrangements may speak with the Head of School to explore available options.

Payments may be made by cash, check, or recurring bank transfers. Online payments may incur processing fees. Mid-year enrollments will be prorated based on the number of weeks remaining.

Hardship Clause: Families unable to pay the full Curriculum & Technology Fee at registration may request to divide the fee into smaller installments. Requests must be submitted in writing and approved by the Head of School. Full payment must be made by the end of the first semester.

For ESTF Scholarship Recipients

Harvest Microschools Inc. is an approved Education Service Provider (ESP) under South Carolina's Education Scholarship Trust Fund (ESTF) program.

- The school will issue quarterly invoices
- Parents/guardians are responsible for uploading each invoice to their ClassWallet account
- ClassWallet will pay the school directly once the invoice is approved

If the parent fails to upload an invoice or funds are not released through ClassWallet, the parent/guardian is responsible for paying the tuition amount directly to the school.

Tuition Assistance

Need-based tuition assistance is available through an independent third-party application.

Awards are:

- Based on verified financial need



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- Issued as tuition discounts
 - Valid for one school year, with priority given to returning families

The deadline for initial applications is June 30. Late applications may be considered based on available funds. New students must be accepted before applying.

Note: Families who do not qualify for tuition assistance based on financial need but are experiencing temporary or unique financial hardship may still approach the Head of School to request limited support toward fees or one-time costs. These requests will be evaluated case by case, depending on the availability of funds.

Withdrawal Fee

A \$500 withdrawal fee will be charged for any student who withdraws between the first day of school and April 30.

- The full month's tuition is due for any month in which the student attends at least one day
- All fees are non-refundable
- Refunds apply only to tuition paid in advance beyond the current month
- Records (transcripts, report cards, etc.) will not be released until the account is paid in full

After-Care

Harvest Schoolhouse does not currently offer after-school or Friday care.

If there is sufficient interest, leadership may consider offering an After-Care program at an additional cost.



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CONTACT INFORMATION

School Administration

Head of School: Kelly Birmingham
Cell Phone: 864-993-1236
Email: harvestschoolhouse@pm.me

Faculty and Staff Contacts

A list of faculty and staff contacts will be provided directly to the parents.

Family Emergency Contact Information

In case of emergencies, parents/guardians should ensure that their contact information is up-to-date with the school. Emergency contact numbers will be used to reach parents/guardians in urgent situations.

We are excited to embark on this educational journey with you and your child at Harvest Schoolhouse. Together, we will foster a love for learning, cultivate leadership skills, and nurture spiritual growth. If you have any questions or need further assistance, please don't hesitate to reach out.



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We have read the entire School Handbook, including but not limited to the statement of faith, statement of cooperation, technology acceptable use policy, and tuition and financial information and hereby agree to abide by Harvest Schoolhouse's stated policies.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 1 Printed Name: _____

Parent/Guardian 2 Signature: _____ Date: _____

Parent/Guardian 2 Printed Name: _____

Harvest Schoolhouse admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarship, and loan programs, athletics, and other school administered programs.