

Harris Private School 2011-2012 Handbook Index

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Welcome to Harris Private School

God has given Harris Private School a mandate. We are here for the express purpose of transforming lives through the power of Jesus Christ. God has entrusted parents with the precious responsibility of guiding each life that He has put in their home. We are passionate about providing the practical and spiritual tools that will make that life effective in the Kingdom of God.

HPS was founded in the fall of 2000 by Harrisburg residents Matt and Rachelle Hogan. In 2004 the school came under the ownership of Life Bible Church and is now under the direct supervision and pastoral care of Family Pastors Elton and Heather McMillan.

Harris Private School (HPS) is a non-profit organization located in Harrisburg, Oregon. The school serves the educational and spiritual needs of Kindergarten through 12th grade students.

Please take the time to read through this important information as a family. The information contained in the following pages will answer many of the questions you have about how Harris Private School is operated. If any questions remain, please do not hesitate to contact us.

Harris Private School...building a better L.I.F.E.

Love of Learning...

We want to be relevant, to know our students...Who they are, how they learn, what they love. We want them to love to learn... now and for the rest of their lives!

Individual Impact...

We want to transform lives...and by the power of Jesus Christ, we can! We will impact our students. They will impact their world. We want them to be impacted, changed from the inside out...never to be the same!

Foundation of Faith...

We want them to stand strong... no matter what the future throws their way. They will know the truth. They will obey God. They will not be shaken. We want to train them to build on the foundation of God's Word.

Excellence in Education...

We want them to understand the world around them...How it works. Why it works. What makes it all add up? We want to equip them to excel in all pursuits that they choose in life.

Admissions Policy

Anti-Discrimination Policy: Harris Private School admits students of any race, gender, age, disability* and national 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, gender, age, disability, or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

*Although we do not discriminate on the basis of disability, we will not be able to accommodate all disabilities.

Academics: For students entering the 1st through 12th grade the following must be provided:

- The last report card or evaluation of academic attitude and effort
- a recent standardized test in math and language skills, if available

Students may be asked to take placement tests prior to enrollment. We do not currently have the specialized resources, facilities, or instructional capability to teach children who have special learning needs.

Behavioral: Students are expected to cooperate with school standards and behavior expectations and maintain a positive attitude toward the school, teachers, and fellow students. A probationary period may be considered for any students who have behavioral histories in previous schools.

Physical: All students are expected to participate in all normal classroom activities including physical education. At this time we are not able to accommodate students with severe physical handicaps. Your child must be up to date on all Oregon state required immunizations.

Registration Procedure

Interview: All parents of new students will be scheduled for an interview with the Superintendent and Principal before the enrollment process is complete.

Fees: Registration fee and first month's tuition is due at the time of registration. See next section for details.

Forms: Please complete and return ALL applicable items at time of interview:

- Tuition Calculation
- Direct Payment Authorization
- Family Registration/Agreement
- Student Registration
- Emergency Medical Information and Annual Field Trip Form
- Transfer of Records (from another school)

The following items should be included in each student's file from their previous school. If not, they will be required for all ages:

- Immunization Form
- Birth Certificate

Tuition and Registration Fees

ANNUAL SCHEDULE (3%discount) Cash or check payment only

GRADE	Registration Fee	ANNUAL TUITION First Student	ANNUAL TUITION Sibling Rate
High School (9th – 12th)	\$250.00	\$4,403.80	\$3,743.23
Junior High (6th – 8th)	\$225.00	\$3,223.31	\$2,739.81
Elementary (K-5th)	\$200.00	\$2,769.35	\$2,253.95

10 MONTH SCHEDULE (September-June)

GRADE	Registration Fee	MONTHLY TUITION First Student	MONTHLY TUITION Sibling Rate
High School (9th – 12th)	\$250.00	\$454.00	\$385.90
Junior High (6th – 8th)	\$225.00	\$332.30	\$282.46
Elementary (K-5th)	\$200.00	\$285.50	\$242.68

Annual Registration Fee: This fee covers curriculum and yearly standardized testing and is due at the time of registration. This will secure your child’s enrollment as long as all the other requirements are met.

First Month and Registration Due: The registration fee and September’s tuition MUST be paid by cash, check or online (www.harrisprivateschool.com) at the time of registration. Direct Payment will begin October 7th or October 16th.

Direct Payment: Monthly tuition is paid through Direct Payment from your bank account (ACH) unless otherwise authorized by the superintendent. Direct Payment transactions will be processed on the selected day of the month (7th or 16th), or the next business day.

Late Fees: If an account can not be made current by 14 days past the due date, you will be charged a late fee of \$35.00 per family. We reserve the right to ask a family to leave HPS due to delinquency in payment of fees.

Early Student Withdrawal: Should you decide to withdraw your child from school, there will be no refund of tuition for the remainder of that month or the registration fee. All students withdrawing from school must return all books to the school. Please notify the teacher directly, either by phone or in person.

Students...FYI

School Supplies: Each teacher will have a supply list that will be sent out to each family before school starts each fall. We may also call on parents to supply items from home for projects and to restock items as needed. Please be diligent and prompt in response to these requests.

Lunch: HPS is a “sack lunch” school. We have a refrigerator and microwaves available to all students and volunteers. We have no dishes available for soups, etc. Please include those containers in your child’s lunch. Please check with your student periodically to determine if a larger lunch is needed or if you are sending more than they can eat! We ask students not to share their lunches or trade food items.

Hot Lunch (optional but delicious!): Approximately one hot lunch per month is provided free by the school, and one per month is provided at a cost of \$2.50 per student. These generally take place on Fridays and will be noted on the calendar.

Milk Program (optional): We offer regular or chocolate milk that may be purchased for \$40.00 a year and ordered the first month of school. A sign-up sheet will be sent home.

Life Guard Field Trips: Our High School Leadership students informally mentor the K-Jr High students. Part of that is a relationship building Field Trip. The cost for these events is usually small (\$5.00 or so) and will need to be covered by parents or through fundraisers.

Track Meet (Optional but encouraged): Several classes participate in a Christian School track meet involving over 1000 students. This is a great event and Families are encouraged to accompany their own students and cheer them on. We charge a small T-shirt fee for this event.

Booster Day: Once a month we have Booster Day. We will either dress-up in the school colors of Purple and Gold, Ducks and Beavers, Inside-Out day, or some other fun theme.

Leadership Retreat: Harris Private High School Leadership Class (UNIT: Called together, set apart) goes to one convention or overnight training event, and one end of the year retreat. We offer fund raisers for the students to earn a majority of the money needed for these trips. The additional cost will be in the range of \$35.00 to \$75.00. UNIT is also involved in Student Counsel, community service, Life Guard mentoring, and student lead chapel.

School Pictures (optional): Life Touch does our school pictures. There will be a packet going home that will explain the price range. Purchasing the pictures is optional, but we strongly encourage students to get their picture taken so it can be included in their class photo and permanent record.

Standard of Student Conduct

HPS strives to instill basic principles in our students to guide them in their behavior. We are concerned about student attitudes as well as behavior. We seek to challenge our students to function together in a responsive, Christ-like manner in all school activities. We do expect our students to live by the following in and out of school:

- All students are expected to be honest, dependable, and cooperative.
- All students are to show good stewardship of their property and the property of others.
- All students will treat classmates and fellow students with the respect due those made in the image of God.
- All students will respect the authority of God, their parents, teachers, and all others in positions of authority.
- All students will conduct themselves in school, and out of school, in such a way so as to bring honor to God, the school, parents, family, and themselves.

Dress Code

We ask that your student's choice of clothing reflect the standard of excellence that we desire in every area of our school. The appearance of any student is the responsibility of the student and parent. We expect students to maintain the type of appearance which is conducive to the educational process and a positive Christian testimony. The school staff will make the final decision on what is allowable beyond this general list. We also want to emphasize that students do not need to be trendy to be accepted and loved.

Neat and Clean:

- Clothes that fit properly, not sloppy, no holes or stains (Shoes tied, if applicable)
- No gym shorts or athletic pants except for PE
- No hats may be worn in the building accept on dress-up days.
- No extreme hair styles or distracting hair coloring. Natural hair colors are allowed.
- Natural looking Makeup (7th – 12th Grade girls only)
- Ear piercing only, girls only

Modest:

- Shirts that are not too tight, low cut (no cleavage showing), or short. (No mid-drift showing)
Graphics must be in good taste, and all shirts must have sleeves.
- Skirts must be no shorter than $\frac{3}{4}$ the distance between the inseam and the center of the knee.
Any skirt above the knee must be worn with leggings underneath. Leggings must be knee length or longer. Tights are not a replacement for leggings.
- Shorts must be no shorter than $\frac{3}{4}$ the distance between the inseam and the center of the knee and may not be too tight.

P.E. Clothes:

Students need to have appropriate P.E. clothes and shoes on their P.E. days. Check with your child's teacher for the appropriate days. If they are unable to participate effectively because they do not have the proper attire, it will affect their grade. The dress code applies to PE as well.

Coats:

As the weather becomes colder in the fall and winter, please send the appropriate outer wear for your student. We will not allow our door recess for those who are not properly dressed.

Banned and Controlled Items

Banned Items: The following items are permanently banned from school property:

- Weapons of any kind. This includes toys, recreational or sporting weapons and pocket knives.
- Alcohol, tobacco, or any illegal or non-prescribed drug.
- Obscene or suggestive literature, material, music, or clothing.
- I-pads, I-pods, MP3 Players, Radios, CD Players, electronic games, computer games, etc.
- Matches, lighters, fireworks of any sort, etc.

Search and Seizure: The school reserves the right to search student bags or personal belongings for objects or materials deemed non-compliant with school rules or which threatens the safety of the school or its students. The school cannot be held liable for lost or stolen personal items.

Medication: Your student must notify their teacher of any medication they bring to school, whether prescription or non-prescription.

Cell Phones: Cell phones are permitted before school, during lunch, and after school. Phones used improperly may be confiscated. The school cannot be held liable for lost or stolen phones. See "Emergency contact procedures" for more on how to get a hold of your student.

Internet: An Acceptable Use Policy for the internet will be enforced. Internet access by students will be limited to teacher assigned research and will be visually supervised by the teacher. There will be no social networking at anytime. Any abuse of the policy will trigger the normal process of school discipline.

Discipline Procedures

Godly Discipline...

*Think about all He endured when sinful people did such terrible things to him,
so that you don't become weary and give up.*

*After all, you have not yet given your lives in your struggle against sin.
And have you entirely forgotten the encouraging words God spoke to you,
His children? He said,*

*"My child, don't ignore it when the Lord disciplines you,
and don't be discouraged when he corrects you.*

*For the Lord disciplines those he loves,
and he punishes those he accepts as his children."*

*As you endure this divine discipline,
remember that God is treating you as his own children.*

Whoever heard of a child who was never disciplined?

*...God's discipline is always right and good for us
because it means we will share in his holiness.*

No discipline is enjoyable while it is happening — it is painful!

*But afterward there will be a quiet harvest of right living
for those who are trained in this way.*

Hebrews 12:3-11

Please take all notices seriously... even if they seem trivial. It is very important that the teacher be supported in his/her effort to assist you in training your child to be diligent, obedient and to exercise self control. We make every effort to see this accomplished in your student at school. Please set your own consequences and rewards at home for your child.

Confidentiality: All discipline procedures will take place with the utmost discretion and love on our part. No one will be involved in discussions related to your child unless they are directly relevant to the issue. Our Principal is available to help each family create a success plan for their student's behavior.

Demerits: If a student is disobedient, he/she will receive a demerit. If the student receives three or more demerits a day, a **demerit slip (AKA "Jackpot")** detailing the nature of the infractions will be sent home and will require a parent's signature. It must be returned the following school day. NO EXCEPTIONS. If a student accumulates three **demerit slips**, he/she will receive a referral.

What is a Demerit? A student failing to take action in an appropriate manner or exhibiting a wrong attitude while taking action can result in a demerit. For example, if a student is tardy that is a demerit, as is not being seated on time with the necessary learning tools ready (such as paper, sharpened pencil, text book, homework). Disrespect for others is another area where demerits are often given. Talking, interrupting, not paying attention are some examples. The teacher has discretion over disciplinary assignments.

Referral: A referral is accompanied by a one day suspension from school. The student will receive a specific Bible Study assignment to complete on that day and turn in when they return to school. After receiving a referral, any infraction could result in dismissal from school.

Serious offenses: There are serious offenses that could result in an instant **demerit slip (AKA "Jackpot")**, referral or dismissal. The schools administration will determine the severity of the offense and punishment called for. Examples of serious offenses: Lying, stealing, cheating, slandering the reputation of another, fighting, vandalism, harassment, intimidation, threatening, direct disobedience. Note: Harris Private School is not liable for any lost, stolen or damaged personal property.

Academics & Curriculum

Every Grade

HPS is committed to academic excellence. With this commitment, comes a responsibility on the part of students to take advantage of the opportunities afforded them and to apply themselves diligently to do their very best. They are expected to be on time for classes and be prepared for each lesson. For an up to date list of the curriculum used by each class, please see your child's teacher.

Teaching Staff: We LOVE Jesus! Each teacher is committed to being a disciple of Jesus Christ and under the accountability of Pastors Elton and Heather McMillan. Every day before the students arrive, teachers and administrators gather together to intercede. We pray for your children, your families, each other, and the school. We ask for God's presence and His guidance. He has been so faithful and powerful to answer our prayers. Each one of us has a very real relationship with Jesus. This is the most important thing we bring to Harris Private School.

The staff is committed to furthering our own education. We are diligently improving our teaching skills, knowledge of the curriculum, and our understanding of our students.

Chapel, Additional Classes & Activities: We offer Chapel each Friday (K-12th) where we have energetic worship songs, memorize the Bible, and teach timeless Christian virtues. Electives are offered in addition to our core curriculum for Elementary and Jr. High students. These depend on the availability of the instructor, the school schedule and student enrollment.

Standardized Testing: Harris Private School performs yearly Stanford Achievement Tests each spring for 1st through 12th Grade.

Homework: Homework will be assigned in Kindergarten - 12th grades under the following circumstances:

- Regular work was not completed in school.
- Extra preparation for a coming test
- Make-up work as a result of an absence.
- A special assignment that requires more time than we have in school
- The teacher recommends extra practice in a certain subject.
- A parent requests extra homework for his/her child.
- Reading is sent home weekly in most grades.

In each of these situations, the parents must be willing to assume the responsibility for making sure the work is done. Ultimately, good students come from homes where the parents make learning a priority. **Note:** Students are expected to complete every homework assignment given throughout the school year. Check the GPA Network for instant access to grades, homework, messages, and reports. We will be sending home information on how to access this great service.

Participation in Other Programs: If you choose to have your child participate during some part of the day in an academic program other than Harris Private School, there will be no adjustments in our tuition requirements. Students need to take the responsibility of knowing when assignments are due and how extra-curricular activities may dictate when they do them. Students need to learn to use their time wisely. Participation in an activity is not an excuse for uncompleted homework.

Report Cards / Progress Reports: For Kindergarten through 12th grade parents, report cards will be given out at Conferences after the 1st & 3rd quarters. At the completion of the 2nd and 4th quarters, a copy of the report card will be mailed home. High school parents will receive progress reports during the mid-term of every quarter. Please contact us if you have any questions about your child's school progress.

Academic suspension: If a student receives an "F" the Principal will initiate a meeting with the student, their parents, and the teacher so a corrective action can be put into effect. The student will receive a one day suspension from school and will be responsible for all work assigned that day. This will include a Bible assignment addressing the situation. After the initial suspension the student will remain on probation until they have returned to academic good standing.

Grading Policy for Middle and High School

Homework

Students will be expected to complete nightly homework. Middle school students will be expected to complete approximately one hour of homework per night. High school students will be expected to complete one and a half hours of homework per night.

Late Work

Work is expected to be turned in on time. However, we understand that there may be extenuating circumstances that may cause work to be turned in late. It is the student's responsibility to communicate with the teacher regarding late work, and any exceptions that may be made. Late work will be accepted with a ten percent penalty given for each day. The breakdown is as follows:

- 1 day late= 10% deducted from grade (90% highest possible grade)
- 2 days late= 20% deducted from grade (80% highest possible grade)
- 3 days late= 30% deducted from grade (70 % highest possible grade)
- 4 days late= zero points.

Extra Credit

Extra credit will be built in to assignments i.e. extra essay questions, extra activity questions, or extra test questions. However, extra credit will not be applied to a student's grade unless they have all work turned in, even if the work is only eligible for a zero score.

Tests

Tests will be given and scored at the discretion of the teacher. Students will be notified well in advance that a test will be given, to allow the necessary study time. If a student receives a grade lower than a C- on a test, they may take the test over again as many times as necessary for the student to get a grade that they feel reflects their ability. However, on a test re-take, the student may not get a grade higher than a C+. This means that if a student re-takes the test and receives an A, the actual grade is a C+. This policy is in place to encourage students to be well prepared for tests.

Absences

Students will be allowed to turn in work that was late due to an excused absence without penalty on the day that they return to school. Work that was assigned while the student was absent will be provided for them to make up. The student will be allowed two school days, or the weekend (depending on what day of the week the student returns to class) to make up the work for full credit. If the student takes more than the allotted make up time, the late work policy will be followed and the student will not receive full credit.

High School Graduation Credits

College Preparation: We strive to challenge our students academically to help prepare them for college. We have contacted both local universities and confirmed that the main tool they use for both public and private school students is the P.S.A.T. and S.A.T. test scores. Also, they look at the class load that was taken. If an HPS student receives our standard diploma they should generally be on track to attend a four year university (though it may differ slightly for each university).

Harris Private School Standard Diploma		State of Oregon Diploma	
Class	Credits	Class	Credits
Language Arts	4	Language Arts	4
Social Studies	4	Social Studies	3
Science	3	Science (2 with Lab experience)	3
Math (3 credits - Algebra 1 and higher)	4	Math (Algebra 1 and higher)	3
Career/Technical Education/Art	1	Career/Technical Education/Art Foreign Language	3
Foreign Language	2	Physical Education	1
Physical Education	1	Health	1
Health	1	Electives	6
Bible	4	Total Credits to graduate in Oregon	24
Total Required Classes	24		
Electives	4		
Total Credits to graduate from Harris Private School	28		

HPS High School Course List

Category	Courses
Language Arts	Language Arts World Literature American Literature British Literature Composition Journalism Speech/Debate Creative Writing
Science	Physical Science Biology Chemistry Physics
Mathematics	Algebra I Geometry Algebra II Trigonometry Pre-Calculus Statistics Consumer Math
Social Studies	World Geography World History US History Economics Government
Health	Health Physical Education Conditioning Sports
Bible	Bible Doctrine I Bible Doctrine II Bible Survey Bible Study & Interpretation
2 nd Language The Arts Career Technical- Education	Spanish I Spanish II Drama Music Art Student Council Computer Science Student Aide

NOTE: All classes may not be available each year.

Emergency and Medical Procedures

Medical Issues

Immunizations: All students, Preschool through 12th grade must have up-to-date immunizations as established by Oregon Law. These records will be kept in their permanent record file. If students are not up-to-date by the date of exclusion (usually in January) they will not be able to attend school until they are up-to-date.

When to stay home from school: Please be considerate of your child, his/her classmates, and teachers by keeping your child home when he/she is ill. The Child Care Division of Oregon has set the standard for when to admit or retain a student who has the following symptoms:

- Fever above 101.5 degrees
- Diarrhea (more than 1 abnormally loose, runny, watery or bloody stool per day)
- Vomiting
- Unusual color to the skin or eyes
- Severe cough and/or sore throat
- Nausea
- Skin and eye rashes that seep
- Stiff neck or head with any of the above symptoms
- Difficult breathing or abnormal wheezing
- Complaints of severe pain
- Any communicable disease
- Head lice in any stage

Contagious Diseases: If you are aware that your student has been exposed to a contagious disease, please notify the school immediately. HPS will inform the other families with a written notice that explains the condition, its symptoms, and incubation period. You may be asked to get a doctors' release before sending your child back to school.

Non-Prescription Medicine: Our staff will only dispense NON-PRESCRIPTION medicine with a signed "*Permission to Dispense Non-Prescription Medication*" form on file. We generally have Ibuprofen available on campus. If you would like to send another type of non-prescription medicine, you can send it in the original bottle with your child's name on it. The Permission form must indicate what the circumstances are they are to receive the medication and the dosage. If this is not done completely and accurately, we will not be able to dispense any medication to your child. However, they will have general first-aid available; band-aids, anti-bacterial ointment, etc.

Prescription Medicine -- Our staff will only dispense PRESCRIPTION medicine with a "*Request for Medication Administration*" and "*Physicians Statement of Need*". If you are taking your child to the doctor, please tare one of these forms out of the back of the handbook and take it with you. If your child receives a prescription for a medication that will need to be dispensed at school, you must have your physician fill out the "*Physician Statement of Need*". Parents/Guardians will need to fill out the other side. All medication must be in the original container. The school will keep a written log of medication administered to students throughout the school year.

Emergency Procedures

Emergency Medical Form & Annual Field Trip Release Form: The “*Emergency Medical Form*” shall remain effective until revoked in writing and delivered to any officer, employee, or agent of Harris Private School. In signing it, you are agreeing to authorize Harris Private School to consent to any medical or surgical treatment (at your expense) deemed necessary by the attending physician if you cannot be reached within a reasonable amount of time. (see the form for more information)

Off Campus: Before students can attend a field trip, they must have an “*Emergency Medical Form & Annual Field Trip Release Form*” on file. Each field trip will have a separate permission slip. It must be signed by the parent/guardian. A head count form will be filled out and left at the school on the secretary’s desk.

In Case of Emergency... involving an illness or injury to your student we will contact you as soon as possible. Depending on what we perceive as the severity of the medical emergency, we may call 911 first. If we are unable to reach you we will contact the specified doctor. If your doctor is not available, we will arrange for transportation (at your expense) to the hospital for treatment and we will continue our efforts to reach you. We will also contact the person you listed as your emergency contact.

School Closure Communication: We have scheduled two extra school days into our year in case of snow or other hazards. We may or may not need them. If we use more days than that, we will have to make them up, either by extra work in school, or scheduling extra days at the end of the school year. If there is bad weather listen to AM radio 590 KUGN & 1120 KPNW. We always adhere to the Harrisburg school district decision for late starts and closures. If you live outside the Harrisburg School district, please follow the guidelines for that district first. If the Harrisburg School District is closed, we are closed

Emergency Evacuation If at any time HPS becomes unsafe due to fire, earthquake, flood, lack of power, etc., we will:

- Evacuate outside (as practiced in drills).
- Call 911 if the situation warrants.
- If we cannot safely return to the building we will contact you or your alternate emergency contact to pick up your student.

Family Connection

Communication

Phone: Cell phones are permitted before school, during lunch, and after school. Please call or text your student on their cell phones during permitted hours only. If you need to reach your student, please call the office and we will get a message to them as promptly as possible. If no one answers the phone in the office, please call your student's teacher's cell phone. This keeps the teaching session as uninterrupted as possible. In case of emergency, the student may use the phone in the school office to call you.

Family Mail Boxes: Our Family Mail Boxes are located in the main hallway. These are used as a tool of communication with your family by Staff and can be used by the families themselves to communicate. It is the responsibility of each family to check their box daily for flyers and miscellaneous information. Also, it is important for parents to check their child's back pack daily. There will still be information sent home in this manner. We ask that each family do their part in the communication process by checking their child's backpack and their Family Mail Box on a daily basis!

Conferences: Our teachers schedule Parent conferences twice a year to go over report cards. In addition to this, you are free to contact your child's teacher or the Principal with absolutely any concern relating to your child's school experience. We are eager to help your child succeed in school at every level possible.

Continual Dialog: We have an open door policy. We value relationships with our parents! Please make yourself at home at Harris Private School!

Volunteer Commitment

We are continually striving towards excellence. In order for that to occur, we need help from every family. Volunteers are a vital part of any school, public or private, or any type of non-profit organization. We do ask that you sign a commitment of 30 hours per family as an investment in your child's school experience.

We know that some families may struggle to meet this time commitment. We would suggest you prayerfully consider donating \$10 for every hour you can't volunteer. This is not a requirement.

Every month, the office staff will send out a post-card sized form for you to fill out and return if you have volunteered that month. This will be on an honor system. You will be asked to record the date, time, length of service, and activity performed. This will help us keep track of how many hours each family has worked. Then every quarter, you will receive an up-date of the amount of hours your family has volunteered. Volunteering can be done through a variety of ways.

Class Parties: Parents are welcome to participate in our seasonal parties. If you would like to become a "Room Mom" or "Room Dad" and be in charge of planning class parties, please let your child's teacher know. It is another great way to earn volunteer hours!

Field Trips: As a chaperone you get to do fun and exciting things with your child. You may count one field trip a year toward your hours; Chaperones may be limited per field trip. Parents who drive HPS students must have a "*Volunteer Driver Application Form*" on file. Make sure that automobile insurance amounts are adequate. If they are not, it is usually a very small increase to bring them to the appropriate amount. Also, any field trip volunteer/chaperone must have a "*Driver and Chaperone Instruction Form*" on file.

Fundraisers: Fundraising is a vital part of our school. In these events there are several ways you can help out! If you register your child at HPS, you are agreeing to participate in fund raising activities. We have three large fund raisers each year. The Spell-a-thon in the fall, the Spring Tea in April, and the Bow Shoot in May. Some classes raise funds for their own events each year as well.

Classroom/Recess Help: This is a great way to get to know your child's teacher and your child's friends, spend more time with your child, and be a vital part of making our school excellent! Remember, your teacher will be counting on you to show up. If you choose to spend some or all of your volunteer time in this manner, please be consistent. Each classroom also needs a "Room Mom" or "Room Dad" to help plan special activities.

Take-Home Projects: Occasionally a teacher may ask if parents would be willing to do prep-work for a "take-home" art project. This is a great way help out the teachers!

School-Wide Work Days: One time a year we will spend a day sprucing up the school. This is a great opportunity for people who are busy during the week to really step up and help out!

More ideas: Tutoring, drama practice, classroom help, grading papers, building and grounds maintenance and clean-up, community service or field trip planning...Please check with the school or your child's teacher to see where you can lend a hand

Volunteer Driver and Chaperone Instructions

Harris Private School greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. The following are guidelines that we ask our drivers and chaperones to follow:

- Please arrive at school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.
- If you have own or have access to a cellular telephone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately. Call: 541-995-6444.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A HPS teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- You will be provided with a list of the names of the children being transported in your vehicle.
- Chaperones should make it a special point to remain with the students for whom they are responsible. Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary.
- Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult.
- Students are to return with the same person and vehicle that transported them for this event.
- Seatbelts must be worn at all times.
- Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan. Nor should you take “chances” to keep up with the caravan such as entering an intersection when the light is already yellow.

If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge

Grievance Procedure

Occasionally, a parent has a question, concern, or disagreement about classroom or school procedures. Although it may be tempting to express your concerns to other parents to gain support for your point of view, this is not the best way to maintain Christian unity and a cooperative partnership with the school staff. It also does nothing to change the situation. The following steps have been designed to help resolve these differences in a constructive manner. (See Ephesians Chapter 4).

- 1. Talk with the classroom teacher. - If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. Matthew 18:15**

Often information is incomplete or unclear and simply talking the concern over with the teacher can clarify and solve the problem. You may be able to give the teacher information about your child or your home situation that the teacher needs to better understand the problem. Also, the teacher may be able to give you information about the classroom that would clear up a misunderstanding.

Please contact the teacher personally, by phone, or by note, to set up a time to talk when the teacher is free from the responsibilities of overseeing students. Generally, this would be in the afternoon after students go home. Be prepared to respectfully and honestly discuss your questions about the classroom or your child. If you are not satisfied with the outcome of this meeting, contact the principal to discuss your ideas.

- 2. Talk with the Principal - But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. Matthew 18:16**

As with the teacher conference, this meeting will also need to be pre-arranged for a time when the principal is free to talk with you. Be prepared to give the principal accurate, factual information about your concerns and the details of the meeting with the teacher. The principal will listen to you and gather information at this time. He may also interview students (including your child) or other parents, in addition to your student's teacher, to gather more information.

- 3. Talk with the Teacher and Principal**

After the principal has collected information from other sources, a conference with you, the teacher, and the principal, will be arranged to discuss how best to resolve the differences. Should the outcome of this meeting prove unsatisfactory to you, or if the agreed upon resolution is not carried out as proposed, you may take your dispute to the Superintendent.

- 4. Church Leadership - If he refuses to listen to them, tell it to the church; Matthew 18:17a**

The Superintendent, which is the Life Bible Church Family Pastor, will meet with you at a pre-arranged meeting to hear both you and the teacher present your side of the disagreement. After talking with both parties, the Superintendent will prayerfully come to a final recommendation/decision. You, and the teacher, will be given the decision in writing.

Families of Harris Private School Agreement

Thank you for taking time to carefully read and understand this agreement. It is vital to the success of our school that each family take these responsibilities seriously and renew this commitment each year. This is a copy of what you signed at registration.

- I Support the mission, vision, and policies of HPS as outlined in the Handbook, understanding that while I may not always agree with a rule or policy, my support is still necessary and doing so will teach my children to respect the authority placed in their lives by God.
- I give HPS full responsibility for placing my child in the proper grade and class.
- I will attend parent meetings and conferences scheduled by the school.
- I will make it my first priority to attend all school activities in which my child is involved (programs, field days, etc.) thereby assuring him/her my loving support.
- I realize that HPS is a supplement, not a substitute, for a Godly home and family. HPS highly promotes regular church attendance and a personal relationship with Jesus Christ for all their students and families.
- I will support HPS with prayer, and volunteer service. I understand that all parents are expected to participate in addition to tuition as outlined in "Parent Volunteer Covenant" in the Handbook.
- I will understand and support the Christian Virtues taught each week at HPS and I will encourage the application of these virtues at home as well.
- I will pay tuition on time. Tuition is due on the FIRST of the month. I agree to the penalties of late payments as outlined in the Handbook.
- I will pay for assessed damage to HPS property made by my student or family.
- I will support HPS in all matters of discipline and dismissal as outlined in the Handbook.
- I agree to share any problem or concern directly with the people (teacher, volunteer, Principal, etc.) who are directly apart of the problem or directly responsible for the solution. Gossip is destructive and divisive. I will not encourage it by listening to the offense of another person. (Matthew 18:15-16)
- I will refrain from taking my child out of school unnecessarily. Consistent attendance is important. I understand that HPS will assign makeup work but I must take the initiative in helping my child get caught up from an absence.
- I agree to adhere to all rules and issues noted in this Handbook & will read and sign all forms required for registration.
- I will contact the administration of the school directly by phone or in person with any reasons for withdrawal from the school.
- I waive any right to civil litigation regarding any dispute with HPS and to accept the School Board's decision as final in all such matters.
- I will submit to a criminal check if I volunteer to work directly with students.
- I will give proof of valid driver's license and insurance if at any time I choose to transport students to or from a school sponsored event- or to complete the Volunteer Driver Form.
- I will see that my child is at school on time and following the appropriate dress code as outlined in the Handbook.