

# 2020-2021 Family Participation Agreement

## COVID-19 POLICIES

The goal of this policy is to reduce the risk and limit the spread of Covid-19. These guidelines may change as state phases and guidelines change.

In conjunction with Harvester PCA leadership and in keeping with guidelines published by the Virginia Department of Health, the following policies are in place for the 2020-2021 Academic Year:

If you or your student answers yes to any question below, please stay home.

- Have you or anyone in your house been exhibiting any of the following symptoms of Covid-19 including:
  - ✓ Sore throat, fever, coughing, difficulty breathing, chills, body ache, diarrhea, and/or new loss of taste or smell?
- Within the last 14 days have you or anyone else in your household been around someone who has recently tested positive with Covid-19?
- Do you have a fever of 100.4 degrees or higher? HTS will take temperatures as needed.

Every person is required to wear a mask upon entering/exiting the building, and when unable to maintain a 6 foot social distance from others.

- Persons 10 years of age or older are **REQUIRED** to wear a face mask when not able to maintain the 6 foot distance from others. This includes all hallways. Exception: people with trouble breathing or health conditions that prevent the use of a mask.
- Children under 10 years of age are **STRONGLY ENCOURAGED**, if able, to wear a face mask when not able to maintain the 6 foot distance from others
- Once seated and socially distanced in the classroom, students may remove their mask.
- Instructors individually reserve the right to require their students to wear face masks while in their class.

Classrooms will be configured so that students sit six feet apart.

Students will wash their hands or use hand sanitizer before entering or leaving each class.

Lunches will be eaten in classrooms with 6 foot social distancing guidelines in place. (It is **STRONGLY RECOMMENDED** that students remain in the last classroom they were in prior to the lunch period.)

Nursery facilities will be closed.

Water fountains will be closed.

To meet additional needs, Parent Volunteer Hours are subject to change.

# 2020–2021 HTS Family Participation Agreement

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## 2020–2021 HTS Family Participation Agreement

### ***Submission of registration for classes signifies full concurrence on the part of the parents and students with this Family Agreement***

#### **Our purposes for the classes are threefold:**

- To provide support and resources that help parents more effectively integrate academics into the overall discipleship and character development of their children.
- To assist and support the parent(s) in achieving educational goals and academic excellence while developing independent learners.
- To enhance and support the family's ability to successfully homeschool their children through the high school years.

#### **HTS Classes are designed to be a partnership among administration, parent, instructor, and student.**

##### **• What you can expect from the Instructor**

Each class will have an instructor who is educated in and passionate about their subject material, teaching and evaluating unapologetically from a biblical worldview. Each instructor will provide a course syllabus and will have regular email contact with the parent(s) that may include a brief description of material covered and current assignment(s). Quarterly progress reports (semi-annual for Elective Classes) and a final year-end report for Grades 6-12 will be issued in sealed envelopes or via email at the discretion of the instructor. Grades K-5 will receive a Certificate of Completion, suitable for framing or keeping in a notebook, at the end of the year. The instructor will contact a parent immediately if behavioral problems surface or if lack of academic progress is evident. While we will not provide a transcript, there will be sufficient evaluations, tests, etc., to enable the parent to produce a transcript for our courses that sufficiently meets your educational requirements.

##### **• What we expect from the Student**

This is NOT a self-paced program. The student will be expected to attend all classes, meet assignment deadlines, participate actively and respectfully in class discussions, and perform to a satisfactory level on quizzes, tests, and assignments. Being properly prepared for class is an important part of the training necessary for future success in college, career, and/or home management. The student will be expected to come prepared with texts, completed assignments, and required supplies necessary to fully participate in class. In the event of a planned absence, the instructor must be notified **by the parent** as far in advance as possible as assignments will need to be completed in advance of the absence. Grace will be extended for missed classes in circumstances beyond the family's control, but submitting missed assignments in a timely manner will still be required. Students must perform all evaluated work individually, and unless other directions are explicitly given, must take all exams without referring to a textbook, notes, or other materials or people. We assume that all work submitted by students to be their own original work, except for portions they explicitly attribute to another source. We consider any other submission to be plagiarism or cheating.

##### **• What we expect from the Parent(s)**

Regardless of the method of education chosen, the ultimate responsibility for the education of the child remains with the parent. The purpose of HTS is not to replace the parent, but to come alongside and assist the parent in this monumental task. We expect that the parent will be intimately involved in monitoring their student's progress, including deadline management. Depending on the level of maturity and responsibility of the student, more or less "hands-on" monitoring will be required. Ideally, less and less intensive monitoring will be required as the years progress and the student begins to achieve independent learning skills necessary for college, career, and household management. We encourage each parent to assist their student(s) in keeping a notebook or file for each class that will enable the parent and their student to assemble a worthy portfolio at the end of the school year. The parents are expected to remain active in ongoing communication with the instructor(s) regarding progress and to initiate contact when any concerns arise. We expect that parents will provide sufficient oversight to ensure their students conduct themselves honorably and adhere to all HTS

policies. If a behavioral issue arises, parents will be expected to partner with the instructor to deal with the situation promptly, courteously, and thoroughly. Discipline issues that linger will be dealt with according to Matthew 18 guidelines. If you are concerned about a particular issue/behavior/assignment, please contact the instructor promptly. Please be alert to potential miscommunications whether through lack of communication or misunderstood expectations which could result in offense or strife. Seek clarity where it is needed as soon as possible. Parents will be required to assist the instructor as a proctor, grade and/or return to the instructor various daily assignments, quizzes, and tests throughout the school year. The specific parental role required for each course will vary. Information specific to each course is available in the course description and directly from the instructor prior to registration.

HTS has a Director operating under the oversight of and in accountability to the leadership of the Harvester. The complete HTS leadership team also includes others with delegated authority covering a variety of responsibilities. In matters involving the HTS mission principles and processes, we ask parents to respect the mission, the community, and the leadership by supporting the direction and decisions of these leaders while working to biblically resolve concerns and/or conflicts within the group. We invite and encourage you to politely and respectfully question matters you do not understand, and make recommendations where you see potentially preferred alternatives. Once a decision is finalized, we ask you to follow the general maxim of "letting our praise be public and our criticism be private" (i.e., between us and the one we are confronting). This will promote strong personal relationships and a unified body of Christ. This will also model appropriate respect and submission to authority and the biblical standard we expect of our children to "do all without grumbling or complaining".

***Special note to parents:*** One of the reasons many choose to homeschool is the benefit the 1-1 tutorial relationship brings. It enables the parent to meet the individual learning style needs of the student and address any special needs that student might have. These may range from modality to more significant challenges. In order that the instructors and administration of HTS may better come alongside you as the parent and evaluate the specific needs of your student, we require that, prior to enrollment, you discuss with the director any specific learning needs or challenges your student might have. This will enable us to better assist you in initial enrollment decisions and the subsequent discipleship and education of your child. **HTS does not possess governmental directive, training, or obligation to provide special services such as those indicated in various documents as IEPs, 504 plans, and such. HTS is not equipped to provide accommodations for special needs students who require separate grading or instructional procedures. Should a need arise during the course of the year beyond workable limits as earlier agreed and established between the parent and the instructor (with help from administration) a family may be encouraged to disenroll or move a student's academic status to "audit".**

## Volunteer Hours

In an effort to further partner with families in the day-to-day operation of HTS and to serve one another in their homeschool journey, every HTS family will be required to assist with various administrative and support responsibilities on the days when the classes meet. Each family is required to serve a minimum of **10 hrs/family + 2 hrs/enrolled student**. The **maximum** service hours required per family is **15**. These hours are served in the following ways throughout the academic year: **a single hour as a Lunch Monitor or 4 hours as a morning or afternoon Study Hall Monitor**. This is a requirement and condition of acceptance into the HTS program. This volunteer requirement should not be confused with any individual parent involvement requirements in individual classes (such as K4/K5, Elem art, or cooking). Any requirements placed on parents by individual classes are in addition to this requirement. ***Volunteer Hours sign-up will be conducted on-line in August, prior to the beginning of classes. We ask that each family plan to serve approximately half of their total hours each semester, thus spreading their participation throughout the year.***

# General Family Policies

## Family Directory

The HTS Family Directory provides families an avenue to contact each other outside of classroom meeting times. Families may arrange play dates, field trips, swap volunteer hours, and more by making use of the Family Directory. Families may “opt in” to show their location on the Google map. Families may opt out of showing their children’s information in the Family Directory. Out of respect for a family’s desire for privacy, HTS staff and instructors will not share child information from one family to another when one family has opted out of this feature in the enrollment system.

## Introduction to HTS – “HTS101” FOR NEW FAMILIES IN 2020-2021

HTS is a unique ministry to the home schooling family and therefore it is important that participating families understand not just our goals, but how we will strive to achieve them and in particular, the family’s role in this process. Our purposes reach far beyond what one sees on a day when classes meet. Over the past few years we have become increasingly more intentional and deliberate in carrying out these purposes. Our communication of this vision is important because our experience has shown that families who enter our community with a clear understanding of these purposes do well and receive far more in return. This is why we provide a venue to discuss the vision of HTS. In 2006 we began offering “HTS101” to answer questions like these: *What is HTS all about? Why is there such an emphasis on parental involvement? How can my family get the greatest benefit from HTS?* Updates to this policy include, but are not limited to, the willingness of all parents and teachers to submit to a criminal background check. **HTS101 will be offered from 7:30pm-9:00pm on-site on Thursday, June 18, 2020.** Families who are considering partnering with HTS for the upcoming academic year are encouraged to attend to gain a fuller understanding of the Who, What, and Why of HTS. An additional HTS101 will be offered to parents new to HTS on Thursday, September 24, 2020 beginning at 7:30pm. Staff members will be available after both HTS101 offerings to answer individual questions that may arise.

## HTS Orientation

Orientation will be held on Tuesday, September 1, beginning with a Root Beer Float Social at 6:45pm. At Orientation, we preview how a typical class day goes, and update families on modifications to the program. It will provide a good opportunity for especially younger students to meet their instructors and become more familiar with the building, thus reducing first-day jitters.

## Email Access

Email is the primary means we have for continued communication among parents, instructors, and HTS Administrative staff. Parents must maintain a current email address with HTS and check it regularly. Parents of teens are encouraged to also include the email address of their teens upon registration so that they can be included in instructor communication throughout the academic year. Families are encouraged to add [lifeline@homeschool-life.com](mailto:lifeline@homeschool-life.com) to their contacts lists to cut down on missed emails. Families are further encouraged to regularly check their Spam/Junk folders for mis-directed emails from HTS.

## Tardy Student Policy

It is a sign of respect and regard for others that students arrive for class on time. A student is tardy when he/she arrives after the classroom door has been closed and the class has begun. Students habitually arriving late for class are a significant disruption.

## COVID-19 Protocols

**Please see page 1 of this document for details.** Importantly, while HTS has never REQUIRED parents to remain on-site with their children, HTS reserves the right to require any or all parents to remain on-site at all times if efforts by instructors and/or staff to reinforce social distancing protocol are met with resistance.

## Dropping Off and Picking Up Students

(*The following is a matter of security and safety.*) Upon entering the Harvester property, turn right into the first “travel” lane; the passenger side of your vehicle should be closest to the building when you come on-site to park or to drop off or pick up students at the HTS entrance door. Do not park or wait in the traffic pattern. If you experience any delay when you drive up to the building in either the drop-off or pick-up of your students, park your car so as to reduce the amount of disruption to traffic flow. Parents are expected to pick up their children promptly. Parents late in picking up their children will find them in Study Hall.

**NEW FOR 2020-2021:** There is ONE entry door for HTS; it is located at the near end of the building as you enter the parking lot. The ONE exit door is located at the far end of the building as you enter the parking lot.

## Crossing Rolling Road

No student, unless accompanied by a parent is to leave the Harvester property. ***Any student crossing Rolling Road by himself without parental accompaniment will face severe consequences including possible expulsion.***

## Inclement Weather

In the case of inclement weather, ~~HTS classes will follow the action of the Fairfax County Public Schools. If the public schools are closed, then classes will be canceled. If the public schools close early, HTS classes will close at 12:30pm after the conclusion of the lunch period. However, if the public schools open late, HTS classes will commence on time.~~ **NEW FOR 2020-2021: HTS Staff members will pay close attention to local weather channels (radio, tv, etc.) and will arise early to get the latest news regarding weather and how it is affecting traffic and government offices. Because FCPS is meeting virtually for an undetermined length of time, HTS Staff will assess road conditions and the forecast for the remainder of the day—TO THE BEST OF THEIR ABILITY.** A program-wide email will be sent to all staff, instructors, and families *when at all possible* to confirm the HTS schedule, but it is the responsibility of HTS staff, instructors, and families to listen to local radio stations or any of the major network TV stations, ~~or check the public school district's website, [www.fcps.edu](http://www.fcps.edu),~~ for this information. **Please do not call, text, or email members of the Administrative Team or the church office for this information** as it will take resources away from us at a time when they are needed for response to myriad details that arise due to inclement weather. **Please assess your own ability to travel to and from HTS and make the best decision for your family.**

## Classroom Behavior & Discipline

HTS considers the Bible to be the inspired Word of God and the standard for assessing truth and error as well as moral right and wrong. Academically this means that we evaluate all ideas, opinions, and theories by their conformity with both the Bible and, where possible, the results of scientific study. Relationally this means that we endeavor to treat one another with kindness and respect, in mutual submission that considers others before ourselves. An academic setting affords frequent opportunities to consider differing opinions and ideas. We recognize that even within a worldview that sees the Bible as the standard for truth, there is an acceptable range of interpretational opinions and individual applications while there are others that are non-negotiable such as our belief that God created only two genders – male and female (Genesis 1:27). Therefore, we will address students according to their biological gender/sex at birth. We encourage students to present and defend their views and to open-mindedly consider positions other than their own, but we insist that all such interactions be conducted with kindness and respect. We expect all participants to always speak truth in love, remembering that love is patient, kind, and gentle. We do not tolerate personal attacks, insults, or any other approach that belittles other people, regardless of their viewpoint. We believe that mutual accountability reinforces individual restraint in promoting appropriate standards of behavior. Although adult oversight will always play a strong part in the day-to-day operation of HTS, appropriate standards of behavior will best be enforced by all participants in the spirit of Matthew 7&18 and then, if needed, reporting problems to HTS administration.



Examples of unacceptable classroom behavior include, but are not limited to: Talking back to the instructor or showing any sort of disrespect to the instructor or fellow student, bothering another student either through physical touch or verbal communication, or talking out of turn in class.

A student who engages in any of the above misbehaviors will be admonished, but allowed to remain in class. Misbehavior in the classroom or study hall cannot be ignored or overlooked. If the behavior occurs a second time in the same class period, the instructor has the option to accompany the student and discuss the issue with a member of the Administrative Team. If the same or similar behavior occurs again on another day, the same course will be followed. If the problem occurs yet again representing a sinful pattern, the parent will be included in the development of a plan of correction for this student that may include, but not be limited to, requiring the parent to attend classes with the student for the remainder of the semester.

## Respect for the Facility

We are guests of The Harvester Presbyterian Church. Students are to be respectful of all church property and equipment. Students will be held accountable for any misuse of Harvester Church property. No one is to use or handle audio and musical equipment. No one is to use the church copier or fax machine without permission from HTS administration. No one is to use the church appliances or to serve themselves from the church refrigerator or cabinets. For the safety of our families and care for the floors, HTS observes a “no wheels” policy including Wheelies.

## Study Hall

There will be a Study Hall offered for student use. Study Hall is a revocable privilege, not a right. Students are required to come prepared for study hall just as if it were a class. **Parents are required to ensure that their children come prepared to use study hall for its intended purpose.** Students of any age who are capable of sitting still and working independently for the duration of the class period are welcome to sit in Study Hall. Students who are not able to work independently are not permitted in the Study Hall and are encouraged to work under their parent’s direction. *Students may not spend more than two consecutive class periods (which includes the lunch period) in Study Hall without the prior consent of the Director.* Attendance will be taken by an adult monitor who will preside over each Study Hall. HTS administration reserves the right to ask parents to pick up their student from Study Hall if the student does not demonstrate the ability to work quietly and independently in Study Hall.

With the exception of chess (played according to “silent rule”), no games or hand-held electronic games are permitted in Study Hall. **Cell phones must be put on silent mode AND used in the office for emergency purposes only.** Laptops may be used after returning a parent- and student-signed permission slip for school work only. Electronic devices may be used ONLY in Study Hall by students who have a parent-signed permission form on file. The intent of this option is to allow students to use audio books or foreign language audio, and for students whose study is enhanced by the use of classical music. The content of the audio device is the responsibility of the parent and will not be policed by the study hall monitor or HTS staff. Use of electronic devices without a signed permission form, and the sharing of headphones or a device with others is not allowed and will be reason for confiscation in or out of Study Hall.

We recognize that internet access may be needed by high school students while they are in Study Hall. Any student needing to access the internet for research or to submit a paper must have a Student Network Use Agreement signed in advance by a parent and the student.

## Food and Lunch

**No snacks or drinks are to be consumed during class or study hall with the exception of water.** Students and their families are invited to eat lunch in areas to be designated by the HTS administration. As

Harvester does not have a kitchen, families should bring food that can be eaten without the preparatory use of a refrigerator, microwave, oven, or sink. Students and families will be responsible for cleaning up after they are finished eating. This includes washing the tables and/or chairs, sweeping the floor (if necessary), and putting all trash in the cans provided. Several fast food/deli establishments are nearby if parents wish to bring hot lunches to their children. **NEW FOR 2020-2021: The foyer (blue tiled area as you enter the building) is unavailable for eating—except for the class held in the Sanctuary immediately prior to the lunch period.**

## Outside Areas

**No unsupervised children of any age are permitted outside the HPCA building without express permission from an HTS administrator.** The blacktop area is for traffic movement and parking. The playing of ball sports and the riding of scooters, roller blades, skateboards, etc., are prohibited in the church parking lot during HTS Operating hours. For the safety of our families, HTS observes a “no wheels” policy. **Students who drive are required to have a signed parent release and are not to leave the Harvester property until he/she is leaving for the day.** Once a student’s classes are over, he or she is not to linger in the Harvester parking lot or building.

## Visitors

~~Visitors are permitted in a classroom only with the prior approval of the instructor and the Administrative Team member on duty.~~ **NEW FOR 2020-2021: Due to COVID-19 social distancing requirements, NO visitors are allowed at HTS.** Parents are always welcome to silently observe when space permits.

## Resource Center

HTS maintains a Resource Center containing a multitude of books, DVDs, CDs, and curricula. HTS-enrolled families will be given access for checking out resources after classes have begun for the year, and may check out resources on Tuesdays or Thursdays during normal HTS Operating hours. Resources are loaned out for a period of three weeks and accrue fines of \$.10/day when not returned on time. Resources may be renewed in person by speaking with one of the HTS Administrative Staff members or volunteer librarians on Tuesdays or Thursdays. Resources will be available to be checked out the third week of classes to allow time to update our database.

## Principles of Community Conduct

Students and parents are expected to show respect and consideration for administration, instructors, and one another. Parents should instruct *students to seek out the help of the Administrative Team member on duty* if help is needed in resolving a problem.

*The student will be self-governed by:*

1. Being respectful, obedient, and cooperative.
2. Remaining seated and quiet.
3. Waiting to be recognized before speaking.

*The student will be responsible for:*

1. Doing his/her best in all he/she is asked to do.
2. Paying close attention in class.
3. Following directions.
4. Completing assignments neatly and on time.
5. Being prepared for class with necessary supplies, such as notebook, pen, and paper.
6. Taking the responsibility to ask instructors about make-up work when absent.

*The student will demonstrate the love of Christ to others by:*

1. Being polite, respectful, and considerate toward all adults and fellow students.
2. Caring for their own property and that of classmates and The Harvester.
3. Following the pattern of Matthew 18:15-17 when problems arise concerning another person.



*The student will accept responsibility for his/her actions by:*

1. Being honest and truthful at all times.
2. Not lying, cheating, or plagiarizing others' work.
3. Asking for forgiveness and making restitution when necessary.
4. Not bringing hand-held electronic games to HTS. Cell phones must be put on silent mode and used only in the church office for contact with parents and/or emergency purposes only.

Modesty standards vary, even among conservative Christians. To honor one another in diversity, we will apply a conservative group standard, to minimize the likelihood of anyone being tempted or feeling awkward. The student will dress in a neat and modest fashion. Our general approach will be for the student to remain covered from shortly above the knee to at least above the chest. Tops must be modest. Outer shirts should cover the shoulders, and outer clothing should not be overly tight or form-fitting and should cover all undergarments. (Ex. Boxers are not considered a fashion accessory.) Hats, including "hoodies," are not to be worn inside the building. Any extremes of dress, hairstyle and makeup are not appropriate including overtly dressing in clothing to identify oneself other than the biologic gender at birth. Parents, please support us by giving necessary guidance to your student, thus avoiding a call to pick up your child early from class for violation of any of these dress guidelines.

While we respect each family's values regarding guy-girl or other type emerging sexual relationships in junior and senior high, we ask that students not approach their HTS opportunities and relationships as exclusive "couples" and, therefore, miss the value of this time for single-minded devotion to God, their academic studies, and mission service. Therefore, while in any HTS context, either during the academic day or in HTS extracurricular events, students must agree to behave towards one another as "singles," regardless of their relationships outside HTS. To minimize distraction and potential temptations, as well as avoid the possible perception of impropriety, no student in an HTS context (including the academic day or extracurricular events, in the church building, parking lot, or any other location where the HTS event is occurring) may be in the exclusive company of anyone of the opposite sex or in physical contact with anyone of the opposite sex or those attracted to the same sex at any time. This includes, but is not limited to, private discussions out of public view. It also includes physical contact such as back rubs, holding hands, extended hugs, head on shoulders or laps, or any other sustained contact. Again, this is not a judgment of personal or family values or an attempt to define personal morality, but rather an effort to honor others in a diverse group with a shared purpose.

In addition, in order to protect students, parents, tutors, administrators and visitors and in accordance with our Child Protection Policy we will strictly enforce a bathroom policy where only individuals of their biologic gender at birth will use that assigned bathroom. Simply stated, men and boys at birth will use only the men's bathroom and women and girls at birth will use only the women's bathroom.

## Registration and Payment Information

### Payment of Tuition and Fees

In keeping with liability insurance requirements, all parents whose children were not enrolled in classes in 2019-2020 are required to complete background check consent forms and will be charged an additional \$20 (\$10/parent) for a criminal background check to be conducted on both parents. This will aid us in continuing to protect our community and enable parents to fully participate in the ministry of HTS. You will receive an email from Clear Star requesting that you complete the background check form on-line.

The Family Registration Fee of \$95 is due within 10 days of the invoice. A minimum of 10% of the family's tuition for the year plus the total Supply Fee is due within 10 days of enrollment to maintain seats in classes. **Families NEW to HTS: Include the \$20 Background Investigation fee with your Family Registration Fee payment.** Your balance and all due dates can be found by logging into your family account at [www.htslink.org](http://www.htslink.org). Prompt payment is due in order for seats to remain secured. The remaining 90% of the tuition will be paid in 3 installments:

Aug. 1 – 40% of remaining balance

Oct. 1 – 25% of remaining balance

Dec. 1 – remaining balance

Alternate payment plans can be arranged directly with Corinne Hayes, HTS Administrator. Please contact her sufficiently **in advance of due dates** so that all financial obligations can be met in a timely fashion.

A \$20 fee will be added to all returned checks.

HTS is contractually obligated to pay the instructors and its staff. It is vital that families make all tuition payments on time so that HTS can meet these obligations.

### **Dropping a Class**

We consider a family's registration request to be a well-intentioned commitment to continued enrollment and payment of all fees associated with it. We assume that families will not request a class they are likely to drop later. We understand that circumstances arise necessitating a withdrawal. We want to reasonably accommodate that need.

1. We provide a **grace period until June 15** during which a family may, without charge, drop a course. This can be done online via the family's HTS account.
2. ~~Between June 16 and August 1 families must notify the administrator at [htsadmin@harvesterpca.org](mailto:htsadmin@harvesterpca.org) in order to drop a course. NOTE: 11+ days after class enrollment, a \$20 administrative fee will be assessed per class withdrawal.~~ **Due to the uncertainty with regard to COVID, HTS will allow withdrawals from classes without penalty until August 1.**
3. First semester tuition payments are due in full August 1. This is when all seats are secured. **Any withdrawals after August 1** must include pertinent information regarding the reason for the withdrawal so appropriate determination can be made regarding possible refunds.

***Submission of registration for classes signifies full concurrence on the part of the parents and students with this Family Agreement***