



THOMAS HART

A C A D E M Y

Thomas Hart Academy
Family Handbook
Updated 6/2023

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Enrollment

Students are admitted to Thomas Hart Academy on the basis of student records, grades, testing information, and a parent and/or child interview with the Head of School and Lead Teacher. Or, in the case of Preschool students, on the basis of assessments and in some cases parent interviews with the Preschool Lead Teacher. Admission decisions are made by the Headmaster and Division Lead, based on parental understanding and agreement with THA's mission and policies, an assessment of the child's ability to thrive at the School, and the availability of space in the class.

Acceptance in any grade does not guarantee acceptance into the next grade the following year. Each student's record is reviewed annually for re-enrollment. Final decisions regarding admission/readmission will be determined by the Headmaster. The School reserves the right to not admit/re-admit any student when it is determined by the School's staff that enrollment would not be in the best interests of the School, the family, or the child.

Subject to the discretion of the Headmaster or the Preschool Lead Teacher, Preschool students should be the age of their class on or before October 1. Subject to the discretion of the Headmaster, Kindergarten students should be five (5) years old on or before October 1 and first grade students should be six (6) on or before October 1. All students must present a completed Certificate of Immunization and a Birth Certificate.

In filling positions for each new year, present students are considered first, then other children of Thomas Hart Academy parents who already have students enrolled, then children of the staff of Thomas Hart Academy, and then the public.

Within these guidelines, applications are accepted in order of the date of receipt of applications.

New Student Procedures

Parents are to complete the application located on the school website. There is a non-refundable application fee of \$30.00 per family for new students. The parents are asked to submit a copy of recent achievement tests and last report card with the application. New families will also be asked to bring the child's discipline record if they have been in school. Once these items have been reviewed parents will receive an email that their child was accepted or denied admission.

Re-Enrollment Procedures

A family is required to indicate a desire to re-enroll their child and complete an Enrollment Agreement in their FACTS Family Portal by the deadline. The enrollment

fee is based on the time period in which you enroll as indicated on the tuition schedule. The tuition schedule is updated in January each year for the following school year.

**Thomas Hart Academy
Schedule of Tuition and Fees 2023-2024**

Grade	Tuition	Semi-Annual Payments*	11 Monthly Payments*
TRP*			
K2-K3 \$164	\$5,827	\$3060	\$583
K2 (half-day) \$119	\$4,236	\$2,224	\$424
K4-K5 \$175	\$6,251	\$3,282	\$626
1st \$187	\$6,676	\$3,505	\$668
2nd-3rd \$205	\$7,311	\$3,839	\$732
4th-8th \$211	\$7,524	\$3,951	\$753

Enrollment Fee Per Family (Non-Refundable)

January 24th- March 1st	\$300
March 2nd- April 30th	\$400
May 1st	\$500

New Students Application Review Fee: \$30 (due with application, non-refundable)

***Tuition Refund Plan:**

2.8% of tuition and fees required of semi-annual and monthly payment plans.
This is a one -time fee paid in June. **TRP is NOT required for annual payment plans.*

Penalty Charges:

Returned Check Fee: \$30

Late Fee: A late fee at a rate of 5% monthly will be assessed to any account unpaid as of the 10th of the month.

Miscellaneous:

- Finance charges of 5% and 10% are added to semi-annual and monthly payment plans respectively.
- Enrollment may be canceled **in writing** without penalty (except forfeiture of the Enrollment Fee) **prior to June 1st**.
- Credit cards are accepted for the payment of tuition and fees with an additional 4% added.
- The cost of lunch, class trips, yearbook, and the After School Program are not included in the tuition and will be assessed separately.

If a student **withdraws** from school for any reason after **June 1**, the family's tuition responsibility is the entire tuition quoted on the signed contract.

*For the TRP insurance to be initiated the student must be in school for at least 14 days.

Tuition Assistance

Thomas Hart Academy's goal is to operate on an annual budget based on tuition revenues. However, THA recognizes that there may be families who desire to have their child in the school but the tuition is an obstacle. Each family desiring assistance is required to apply through FACTS, which may be accessed in the FACTS Family Portal. Families receiving tuition assistance must give 20 hours of service to Thomas Hart Academy. The hours may be completed by serving on the THA Halloween Carnival Committee, Serving on the PTO, volunteer for campus beautification, etc.

Families who are receiving tuition assistance will be required to reapply through FACTS each year. There is no guarantee that a family receiving tuition assistance will continue to do so in future years.

Homeschool Student Tuition Schedule

Students who are currently homeschooled and would like to take classes at Thomas Hart Academy are encouraged to enroll.

Fees calculation

Application Fee- \$30.00 (Not Prorated)

Tuition calculation per class:

Annual tuition: \$250 per class hour

Example: A class meeting 5 days a week would be $\$250 \times 5 = \1250

A class meeting 3 days a week would be $\$250 \times 3 = \750

Classes Offered:

MS Course I- 6th grade Math(5 hours)	Latin 6 (4 hours)
MS Course II- 7th grade Math (5 hours)	Latin 7 (4 hours)
MS PreAlgebra (5 hours)	Latin 8 (4 hours)
Algebra I (HS credit) (5 hours)	Science 6 (5 hours)
ELA 6 (5 hours)	Science 7 (5 hours)
ELA 7 (5 hours)	Science 8 (5 hours)
ELA 8 (5 hours)	Computer Applications 6, 7 (1 hour)
English I (HS credit)(5 hours)	Computer Applications 8 (HS credit (1 hour)
World History 6 (4 hours)	PE/ Health 6, 7, 8 (1 Hour)
World History 7 (4 hours)	Public Speaking 6, 7, 8 (1 hour)
SC History (4 hours)	

***Based on grade level and school schedule for the current year.**

Electives Offered: These vary year to year based on student interest.

Electives are considered 1 hour classes.

STEAM Lab	Sign Language
Music	Gardening
Drama	Cooking
Art	Yoga
PE	Set Design
Guidance	* others as requested by students

***Based on grade level and school schedule for the current year.**

All homeschooled students are invited to participate in the following.

School sports (\$35 athletic fee per year)

Sports Banquets

Clubs

Overnight educational trips

School Dances

Field trips

Choral Productions (if enrolled in Chorus)

Drama Productions (if enrolled in Drama)

Homeschool students are not included in the following:

Student Government Association

Leadership positions in academic clubs or athletic teams

Academic Awards (except in the class they are enrolled)

Will not qualify for Valedictorian or Salutatorian

Will not qualify for Junior Marshalls

Drop-Off and Pick-Up

Morning Drop-Off

Preschool k2-k5

Doors open at 7:30 a.m.

Please have your child arrive no earlier than 7:30 a.m. unless they are attending Early Bird in the library. Early bird begins at 7:00 a.m. and ends at 7:30 a.m. There is a charge of \$5.00 per day per child.

Parents will drop children off on the preschool side. Students must be unbuckled from their car seat and exit the vehicle on the right side. If a child is located on the left hand side of the vehicle a parent must remove them and walk them to the right side of the vehicle. A teacher will be on the sidewalk to receive your child and make sure they get inside of the preschool building. If preschool students have an elementary sibling the elementary sibling may be dropped off at the same time as the preschool student.

Elementary 1st -4th

Doors open at 7:30 a.m. Please have your child arrive no earlier than 7:30 a.m. unless they are attending Early Bird in the library. Early bird begins at 7:00 a.m. and ends at 7:30 a.m. There is a charge of \$5.00 per day per child.

Parents will drop children off on the elementary side of the main building. Students must exit the vehicle on the right side. If a child is located on the left hand side of the vehicle a parent must walk them to the right side of the vehicle. The teacher on duty will be located just inside the door of the elementary building. If an elementary student has a preschool sibling the elementary sibling may be dropped off at the same time as the preschool student on the preschool side.

Middle School

Doors open at 7:30 a.m. Please have your child arrive no earlier than 7:30 a.m. unless they are attending Early Bird in the library. Early bird begins at 7:00 a.m. and ends at 7:30 a.m. There is a charge of \$5.00 per day per child.

Parents will drop children off at the gym. Students must exit the vehicle on the right side. If a child is located on the left hand side of the vehicle a parent must walk them to the right side of the vehicle. The teacher on duty will be located just inside the door of the gym.

Afternoon Pick-Up

K2 Half Day Students- 12:00 Noon

To insure an orderly dismissal, parents may pick their children up at the drop-off/pick-up area of the Preschool. Teachers will organize the students, and aides will accompany children to their respective cars. The School asks parents to have a placard with their last name on the dashboard of their car to ensure an orderly pick-up procedure.

If Preschool parents want to come into the School to pick up their children, they must enter through the front door of the main building and sign their children out of School. The office manager will then call the classroom for the child to be dismissed.

K2-k5 2:15 p.m.

To insure an orderly dismissal, parents may pick their children up at the drop-off/pick-up area of the preschool. Teachers will organize the students, and will accompany children to their respective cars. The School asks parents to have a placard with their last name on the dashboard of their car to ensure an orderly pick-up procedure. Preschool students will be picked up from the preschool side of the building beginning at 2:20 p.m. If the preschool student has an elementary sibling the elementary student will be picked up from the preschool side of the main building, but keep in mind they will not be dismissed until 2:30. ALL students must enter cars on the right side of the vehicle. If a child must enter the vehicle on the left side then a parent must retrieve them from the sidewalk and walk them to the left side of the vehicle. **NO staff member will be allowed to buckle a child into a car seat or seat belt.**

If Kindergarten parents wish to park and pick up their children, they may park in a parking spot and meet their children under the covered patio at the pick-up area. If students have not been picked up by 2:45 they will be sent to Afterschool Care. Afterschool care is \$7.00 for the first half hour or \$16.00 per day per child.

Grades 1-4 2:30 p.m.

To insure an orderly dismissal, it is requested that parents pick their children up at the drop-off/pick-up area of the elementary building. Teachers will organize the students, and person (s) designated by the Head of School will oversee car line. The School asks parents to have a placard with their last name on the dashboard of their car to ensure an orderly pick-up procedure. Elementary students will be picked up from the preschool side of the building beginning at 2:30 p.m. If the elementary student has a middle school sibling the elementary student will be picked up from the middle school side of the main building. ALL students must enter cars on the right side of the vehicle. If a child must enter the vehicle on the left side then a parent must retrieve them from the sidewalk and walk them to the left side of the vehicle. **NO staff member will be allowed to buckle a child into a car seat or seat belt.**

Please do not use drop-off and pick-up times to have extended conversations with your child's teacher. We encourage communication between parents and teachers and urge you to set up a mutually convenient time to speak with a teacher about any concerns you may have.

If students have not been picked up by 2:45 they will be sent to Afterschool Care. Afterschool care is \$7.00 for the first half hour or \$16.00 per day per child.

Grades 5-8 2:30 p.m.

To insure an orderly dismissal, it is requested that parents pick their children up at the drop-off/pick-up area of the gym. Teachers will organize the students, and person (s) designated by the Head of School will oversee car line. If a middle school student has a preschool sibling, the preschool sibling must be picked up from the preschool side at 2:20. If the middle school student has an elementary sibling they will be picked up on the middle school side. The School asks parents to have a placard with their last name on the dashboard of their car to ensure an orderly pick-up procedure. ALL students must enter cars on the right side of the vehicle. If a child must enter the vehicle on the left side then a parent must retrieve them from the sidewalk and walk them to the left side of the vehicle. **NO staff member will be allowed to buckle a child into a car seat or seat belt.**

Please do not use drop-off and pick-up times to have extended conversations with your child's teacher. We encourage communication between parents and teachers and urge you to set up a mutually convenient time to speak with a teacher about any concerns you may have.

If students have not been picked up by 2:45 they will be sent to Afterschool Care. After School care is \$7.00 for the first half hour or \$16.00 per day per child.

Carpooling

We encourage carpooling. Parents in a carpool need to advise their child's teacher of the arrangement and will need to sign an authorization that other parents may pick up their children. Only those persons who a parent has authorized may pick up a child.

Only those persons who the parents have named and submitted to the School as authorized may pick up a student. The only exception being in the case of an emergency and at the discretion of the Headmaster. The School will release a child to either parent unless there is a court order prohibiting a parent from picking up a child. Such order must be filed with the Office Manager.

If students have not been picked up by 2:45 they will be sent to Afterschool Care. After School care is \$7.00 for the first half hour or \$16.00 per day per child.

Messages for Students

If it is necessary to get a message to your child, call the School Office, and it will be relayed between instructional periods. Only in emergency situations will the School interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if the Office Manager deems it necessary. Parents are asked not to call or text their children during school.

Attendance, Tardies, Absences

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

A. Tardies

1. The warning bell rings at 7:55 a.m. Students are expected to be in their seats when the final bell rings at 8:00 a.m.
2. When a student in grades K-8 is tardy to school the tardy will be considered unexcused unless an acceptable note or parental contact is received.
3. Examples of excused tardiness include but are not limited to car problems (flat, accident) en route to school or an emergency determined by the administration (rainstorm, icy roads, etc.).
4. Examples of unexcused tardiness include, but are not limited to the alarm not working correctly, oversleeping, getting a late start, or taking too much time at your locker.
5. THA views student punctuality as a parental responsibility. For every 5 unexcused tardies or early dismissals, in grades K-8, these will convert to one unexcused absence. (i.e. 10 unexcused tardies equals two unexcused absences) In 5th -8th grade, this will be recorded by class period. Promptness encourages an atmosphere of responsibility and respect.
6. Students arriving after 8:00 am are required to report to the office with a parent.

7. A student who arrives late, (after 8:00) must report directly to the office to receive a “pass to class.” Tardy students will not be admitted to class without the proper pass.

B. Absences

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

Grading Practices

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

A	90 – 100	Excellent Achievement
B	80 – 89	Above Average Achievement

C	70 – 79	Satisfactory Achievement
D	60 – 69	Improvement Needed
F	below 60	Unsatisfactory Achievement

E. The following grades will be used for special area classes:

E – Excellent -Always participates, always cooperates, exceeds teacher expectations

S – Satisfactory-Usually participates, usually cooperates, often exceeds teacher expectations

N – Needs Improvement-Inconsistent participation and cooperation

U – Unsatisfactory-Unacceptable participation and cooperation

Report Cards

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

Homework

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

- A. Homework for grades 1-4 will be sent home in the teacher's weekly newsletter and is linked to FACTS Family Portal. Homework for grades 5-8 is linked in the teacher's google classroom and FACTS Family Portal.
- B. Students will have 3 days to make up missed work in grades 1-8 or unless an alternative has been arranged with the teacher.

Tests/Exams/Standardized Testing

- A. Test days - Teachers will coordinate the testing of students so that no more than two major tests in core classes will be given on the same day. Quizzes and project due dates may fall on any day regardless of tests being given.

- B. Examinations – Students in grades 6-8 will take semester examinations in December and May. December exams cover material studied during the first semester. May exams will cover primarily second semester material. The December exam will count 20% of the first semester grade; the May exam will count 20% of the second semester grade. Sixth graders will take December exams and they will count as one test grade that will be averaged with the second quarter grades. The sixth grader's May exams will be counted as 2 test grades and will be averaged with the 4th quarter grades. The exam period will be ninety minutes in length. Students will be given extra time if necessary. A student in the eighth grade may be exempt from a second semester final examination, if four days prior to the exam, he has maintained a 96 average or higher in that course for the entire year.
- C. Standardized Testing – The Iowa Achievement Test and the CogAt Ability Test will be administered each spring to students in grades 1-8. Eighth graders will also take the PSAT in the fall.

Recognition of Academic Achievement

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

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

Retention of Students

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

academically struggling students, the school and parents will work closely together to determine the best course of action.

Parent Communication

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

Parent-Teacher Conferences

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

Medications at School

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

Campus Safety/Visitors

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

Field Trips

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

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

- 1. Copy of current driver's license
- 2. Copy of automobile insurance
- 3. A statement from the Division of Motor Vehicles attesting to a safe driving record
- 4. A SLED check*

5. Child Protection Program form*
6. Read and sign the chaperone agreement form*

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

Child Passenger Restraint Regulations

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

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

Dress Code

The purpose of a dress code is to help each student set and achieve a standard for his/her personal appearance that is appropriate within the accepted standards of Thomas Hart. If a student is dressed inappropriately, the student will be required to change clothes before returning to class. Additional disciplinary measures may be taken if the situation continues to be a problem. The following guidelines are not intended to cover every possible circumstance which could be applicable under the dress code.

Practical reasoning must be exercised. Students or parents, who have questions about the mode of dress not addressed herein, are advised to contact the school office.

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

Athletics and Activities

Student Athletics

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

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

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

Athletic Eligibility

There is no grade requirement that a student must maintain in order to be eligible for participation in athletics at Thomas Hart. However, when a student's teacher(s) or parents feel that the student is not applying himself academically, the teacher(s) or parent may request a conference with the Athletic Director. If a Thomas Hart student

participates in an open tournament sponsored by SCISA, then SCISA athletic eligibility standards must be met. (A student making a failing grade in a core class may not participate in the open tournament.)

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

Student Activities

- A. Student Government – The SGA consists of students in grades 3-8 elected by their peers to serve in a variety of representative capacities.
- B. Yearbook Staff – The yearbook staff, under the direction of their adviser, is responsible for the publication of the school yearbook.
- C. Fellowship of Christian Athletes – The FCA is an organization which offers opportunities for students to develop a sense of the value of service to others.
- D. Junior Beta Club – The Junior Beta Club is a student service organization. The policy of the National Junior Beta Club allows each school to determine GPA acceptance criteria. Thomas Hart Academy Jr. Beta Club requirements are as follows: Jr. Beta eligibility is determined by the previous year's grades and overall exemplary conduct. You must have an overall A/B average (85 and above). Grades will be monitored at the end of each quarter and if you do not have an A/B average (85 and above), you will be placed on academic probation. If grades do not meet criteria by the end of the following quarter, the student will be suspended from the Beta Club. Members on probation may still attend meetings and functions, but may not attend the State Beta Club Convention. Suspended members may not attend any club meetings or functions. A suspended member may be reinstated if his or her grades meet criteria (85 and above), which will be re-evaluated at the end of each quarter. For 8th grade Jr. Beta members, final grades will be reviewed two weeks prior to graduation. Only members in good standing with an overall A/B average (85 and above) may wear the Jr. Beta honor cord at graduation.
- E. South Carolina Independent School Association Meets/Competitions – SCISA offers Thomas Hart students opportunities to compete against their peers from other SCISA schools in a variety of activities-Math Meet, Chorus Events/Showcases, Literary Competitions, Spelling Bee, Quiz Bowl, Chess Meet, etc. In some events, students compete for positions on the THA teams and travel to other schools for competitions.
- F. Community and School Service – To promote community responsibility and to foster a sense of pride in the school, students in all grades are encouraged to volunteer at school or in the community. Students who perform ten hours of service during the year will be recognized for their efforts at the year-end Awards Assembly.
 - 10 hours of community service above and beyond class service projects is a graduation requirement for all 8th grade students. Service hours will be tracked through the office. Proper paperwork by the student is required for the hours to be eligible. The service hours form can be found on the school website or in the office.

Miscellaneous

Student Departure During School Hours

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

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

School Closure

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

Textbooks

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

Food and Drink

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

Lunch

Students may bring their lunch or participate in the school’s lunch program. Thomas Hart’s goal is to engage vendors that provide quality food that the students enjoy. You will receive a monthly calendar in your FACTS Family Portal that includes the lunch options. The form must be completed by the deadline stated. If the form is not turned in on time your child must bring a lunch from home that month, but can order again the next month provided the lunch form is completed in the FACTS Family Portal by the date specified. Student use of microwaves are permitted in grades 3 and up only.

Request of School Records

- Any request of school documentation must be by a legal parent or guardian.
- Any request of school documentation by a third party must be accompanied by handwritten consent by the legal parent or guardian.

- Any request of school documentation by an attorney must be accompanied by a subpoena.
- In order for Thomas Hart Academy to release school records/documentation, all account balances must be *paid in full*.

Other Items:

- Lost and Found: All articles of clothing, lunch boxes, and other personal items should be marked clearly with the student's name. All unclaimed items will be donated to a local charity at the start of each month if not labeled with their name.
- If your child's health changes in a significant way, please notify the office immediately so that we can make adjustments as necessary.
- Report cards will be held at the end of the school year until all fines have been paid.

Acceptable Use Policy for Mobile Devices (updated 7/2023)

1. Purpose

1.1. The widespread ownership of mobile devices among young people requires that school administrators, teachers, students, parents/guardians take steps to ensure that these tools are used responsibly at school. Due to the scope and rate of change in mobile technologies, the determination of whether a device is governed by this policy is at the sole discretion of Thomas Hart Academy. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones, iPod Touches, iPhones, iPads, iWatches and other personal devices can be clearly identified and addressed, ensuring the educational benefits of such devices can to be enjoyed by our students.

1.2. Thomas Hart Academy has established the following Acceptable Use Policy for mobile devices that provides teachers, students, parents/guardians guidelines and instructions for the appropriate use of devices during school hours. School hours are defined as 7:30 a.m. to 3:00 p.m.

1.3. Students and their parents/guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile devices to school.

1.4. The Acceptable Use Policy for mobile devices applies to all times students are on school grounds, including during school activities, and extracurricular activities.

2. Acceptable Uses

2.1 The school recognizes the importance of emerging technologies present in modern mobile devices e.g. camera and video recording, Internet access, MP3 and MP4

playback, blogging etc. Some teachers may wish to utilize these functions to aid teaching and learning. Pupils may have the opportunity to use their mobile devices in the classroom. On these occasions pupils may use their mobile devices in the classroom when the teacher has given express permission.

2.2. Parents/guardians are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Distractions to the educational process due to phone calls or text to and from home should be avoided. During school hours, student phone calls should take place in the school office. Mobile devices will be turned on only with teacher permission for educational purposes.

2.3. While on school premises; students should have their mobile devices on silent mode.

2.4. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

2.5. Students should protect their contact information by only giving them to friends and keeping a note of which they have given them to. This can help protect the student's contact information from falling into the wrong hands and guard against the unwanted contact of voice, text and picture messages.

3. Unacceptable Uses

3.1. Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, surf the Internet, take photos, video record or use any other application during school hours.

3.2. The Bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices.

3.3. Mobile devices must not disrupt classroom lessons with ringtones, music or beeping.

3.4. Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behavior.

3.5. It is forbidden for students to "gang up" on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student or teacher without their consent. It is a criminal offense to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

3.6. Mobile devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

3.7 Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Head of School and THA Discipline Policy.

3.8. Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action as sanctioned by the Head of School and THA Discipline Policy.

3.9. Should there be repeated disruptions to lessons caused by a mobile device, the responsible student may face disciplinary actions as sanctioned by administration and Discipline Policy.

4. Theft or Damage

4.1. Students should mark their mobile device clearly with their names.

4.2. Students who bring a mobile device to school should place it in their homeroom teacher's bin when they arrive or it must remain in the student's bookbag on silent.

4.3. Mobile devices that are found in the school and whose owner cannot be located should be handed to front office reception.

4.4. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

4.5. The school accepts no responsibility for students who lose or have their mobile devices stolen while traveling to and from school.

4.6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized use cannot be made on their mobile device (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

5. Sanctions

5.1. Students who infringe the rules set out in this document could face having their mobile device confiscated by teachers and/or school administration.

5.2. Depending on severity and type of offense, the first infringement of this policy will minimally result in the mobile device being confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile device at the end of the school day and a record will be made of the incident.

Notification will also be sent to the parent/guardian to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the school administration. Depending on severity, the school reserves the right to withdraw the agreement to allow the student to bring the mobile device to school.

5.3. Depending on severity and type of offense, the second infringement of this policy will minimally result in the mobile device being confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the student will not be permitted to collect the mobile device without a parent/guardian's consent. If a parent/guardian is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the mobile device and must speak to a member of the administrative team. The incident will be recorded. Depending on severity, the school reserves the right to withdraw the agreement to allow the student to bring the mobile device to school.

5.4. Depending on severity and type of offense, the third infringement of this policy will minimally result in the mobile device being confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the mobile device without a parent/guardian present. After the third infringement, the school will withdraw the agreement to allow the student to bring the mobile device to school.

5.5. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent/guardian would be notified immediately.

Parent/Guardian Permission for BYOD

I have read and understand the above information about appropriate use of mobile devices at Thomas Hart Academy and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately). I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print): _____

Parent signature: _____

Date: _____

Student name (print): _____

Student Mobile phone number: _____

Thomas Hart Academy Toilet Training Policy

Two year old Program: The 2 year class students are not required to be toilet trained. The teachers will assist the parents in the toilet training process of two year old children beginning the second semester of school. Toilet training will be undertaken at the school when the child is able to ask to go to the bathroom. Positive approaches to potty training are utilized. Several changes of clothes must be sent in case of accidents. Pull ups must be worn outside of the classroom and during special area activities. Modesty and personal hygiene are encouraged as children are trained to finish dressing while still in the bathroom and to wash their hands when done.

All children entering 3k, 4k, and 5k must be toilet trained before attending school. Children must be wearing underwear. A child having accidents daily would not be considered potty toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/ pull ups and our 3k, 4k, and 5k classrooms are not equipped for this.
- There are strict student to teacher ratios the school must follow in the preschool classrooms. When an adult is out of the classroom changing soiled clothing it creates an out of ratio situation. Only DSS licensed teachers can work in a preschool classroom.
- When an adult is busy changing soiled clothing, it is taking away from the learning time for all students and it removes one adult from direct supervision of an interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children change their clothes, encouraging independence as much as possible.

Toilet trained child is a child who can do the following:

- Communicate to teachers that he/ she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom.
- Pull down his/her clothes and get them back up with little to no assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds and with no assistance for 4 and 5 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands

- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue that protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at Thomas Hart Academy.

Thank you for your cooperation and understanding.

Please sign and date below indicating that you have received and reviewed the Thomas Hart Academy Toilet Training Policy.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____