



## Parent Contract

In consideration of enrolling my child at Harbour Pointe Preparatory Academy (HPPA). I agree to the following policies and guidelines:

- Parents and HPPA are a team working together to make learning in a safe environment a primary focus for all of our children.
- Parents will provide current and accurate address and phone numbers to the school. If changes occur, parents will immediately inform the school.
- Please be mindful that we have young children in our facility. Parents and visitors are asked to be modest in their attire.
- School attendance plays a primary role in the success of our students. Bus transportation to and from school is not provided by HPPA. Parents commit to sending their children to school every day, on time, prepared, and ready to learn. Teachers commit to being prepared with lessons designed for academic excellence.
- Students returning from an absence must provide a written note by the parent/guardian stating the date(s)/reason for the absence. Students are responsible to request make-up work from teachers. Full credit will be given for assignments returned.
- Students will not be released for early check-out within the final 45 minutes of the school day unless the principal/designee determines it is an emergency or an excused event.
- Parents are responsible to send their children to school dressed and groomed according to the dress code at HPPA. In the event of dress code violations, parents will be contacted to bring the required clothing to the school. Students will not participate in classroom activities while out of uniform.
- Students receive a Special Assignment from the School Choice office to attend charter schools (arranged by HPPA's Student Records Department when you enroll). If a parent wants to withdraw their child, they must arrange with HPPA's Student Records Department to obtain a completed form to cancel their child's special assignment before enrolling in another school.
- Parents are strongly encouraged to spend at least 20 hours per year at HPPA. A Volunteer Application must be filled out at <https://www.duvalschools.org/o/humanresources/page/volunteer-hr>. If you do not have access to a computer, our Parent Involvement Center has computers available for parental use.

Opportunities available for involvement include, but are not limited to:

- Monthly PTA and/or SAC meetings	- Attending Parent Involvement Nights
- Volunteering at school/in classroom	- Attending Orientation
- Chaperoning field trips	- Attending Open House



- To prevent interruption of the learning process for all students, parents/visitors cannot go to the classroom during the instructional day (unless previously arranged with the teacher or school administrator). Messages should be left with the first floor office staff. Parent observation in classrooms must be arranged through the Principal or Associate Principal.
- HPPA has an active and committed PTA. Parents, faculty, and staff are expected to support the PTA by joining via the PTA envelope sent home during the first week of school.
- HPPA is committed to keeping parents informed of their child's progress at school:
  - Progress reports are sent home midway through each grading period, and report cards once per grading period. Progress report/report dates will be announced via the newsletter and posted on the web page.
  - Focus Gradebook is a valuable tool available to parents to monitor their child's academic achievements and determine assignments they are missing. Parent portal log-on information is handed out at Open House, or parents can request the information from their teacher.
  - HPPA will keep parents informed of students' behavior at school. Parents commit to taking responsibility for their child's behavior and working with the school to correct inappropriate behavior.
  - Parents will meet with teachers and/or administrators when requested. Parents are also encouraged to call the school office to request a parent/teacher conference. Parents are required to attend at least two parent/teacher conferences each year (one in the Fall, one in the Spring).
- School information is communicated to parents in several ways: school newsletter, web page (<https://harbourpointeacademy.org/>), flyers, student planner, text messaging, email, etc. Please ensure the school has updated cell phone/email addresses on file.
- HPPA is governed by a Board of Directors who has adopted the Duval County Public School Code of Student Conduct. A copy of the handbook can be viewed from our web page (<https://harbourpointeacademy.org/>). The rules and consequences contained within the Code of Student Conduct will be enforced to maintain order and a safe learning environment for all students.
- When a student violates the Code of Student Conduct, HPPA administration has the authority to suspend students from school, or refer students to an alternative school setting.