



**Harbour Pointe**  
Preparatory Academy

**Student/Parent Handbook**  
**Harbour Pointe Preparatory Academy**

**2026-2027**

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# Letter from the Principal

Dear Students and Families,

Welcome to Harbour Pointe Preparatory Academy. It is my great honor and privilege to welcome you to a school community that is deeply committed to academic excellence, character development, and the success of every child.

At Harbour Pointe Preparatory Academy, we believe that education is about more than mastering academic skills—it is about nurturing curiosity, building strong character, and preparing students to become thoughtful, responsible citizens. Our mission is to provide a rigorous educational experience that empowers students to become knowledgeable, compassionate, and globally minded individuals who can positively impact their communities and the world around them.

Our school is built upon a culture of high expectations, respect, and collaboration. We are proud to offer a learning environment where students are challenged academically, supported socially, and encouraged to discover their unique strengths and passions. Through small class sizes, dedicated and professional teachers, and a strong partnership with families, we strive to ensure every student receives the personalized attention they need to thrive!

The Student Handbook serves as an important guide to policies, procedures, and expectations that help our school operate safely and successfully. These guidelines reflect our commitment to maintaining a positive and respectful learning environment where all students can grow academically, socially, and personally.

Education is most powerful when families and the school work together. We value the partnership we share with our parents and the guardians and believe that strong communication and collaboration are essential to student success. Together, we can create an environment where every child feels supported, inspired, and motivated to reach their fullest potential.

Thank you for choosing Harbour Pointe Preparatory Academy. We look forward to an outstanding school year filled with learning, growth, and achievement!

Sincerely,

Greg Stickel  
Principal  
Harbour Pointe Preparatory Academy

# Mission & Vision

**Mission:** The mission of Harbour Pointe Preparatory Academy is to provide students with a rigorous education that builds on academic excellence and global competence to develop curious, knowledgeable, and caring young people capable of creating a more prosperous and peaceful world.

**Vision:** The vision of Harbour Pointe Preparatory Academy is to become a viable, high-quality education choice for all students who aspire to become competent, responsible, and independent young people capable of thriving locally and globally.

## Character Traits

- August/September: **Respect**
- October: **Trustworthiness**
- November: **Gratitude**
- January: **Growth Mindset**
- February: **Kindness**
- March: **Ownership / Leadership**
- April: **Empathy/Inclusion**

## Student of the Month

Student of the month is the first initiative that Harbour Pointe Preparatory Academy (HPPA) will implement for a future Positive Behavior Interventions and Support (PBIS) program. The goal of this program is to create recognition for academic and social behavior in school. This leads to a climate that is supportive and encouraging.

- Student of the Month directly relates to the character traits of each month.
- Every grade level team will choose **one** student that displayed the character trait with the correlating month.
- Students will be recognized on the school day with a certificate or similar acknowledgement.
- There will be an event recognizing these students which will include a parent invitation.

All students will be familiar with the character trait each month and teachers will work together to come to a consensus.

# Academic Calendar



## Harbour Point Preparatory Academy 2026 - 2027 District Calendar



^If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of the weather day on June 1 there is a possibility that the school year could extend past May 28th. Should there be no need to use the weather day on June 1, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9~
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18~
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10~	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28~
31				

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Legend:

# Weather Day

#~ End of Grading Period

# Weather Closure

# First & Last Day of School

# Employee Planning / Inservice

#w Former Weather Day

# School Closed

# School/Admin Offices Closed

# Professional Development Day

# Jurisdiction of the Governing Board

HPPA has developed this Code of Student Conduct.

HPPA's students are subject to the rules and regulations of the Harbour Pointe Preparatory Academy Governing Board. The jurisdiction of the HPPA Board is in effect during the school day; at regular school sponsored activities; events to and from school or other educational activities; and at all times and places where appropriate school personnel have jurisdiction over students, including, but not limited to, school-sponsored events, field trips, and athletic functions.

All school regulations and prohibitions pertain to automobiles driven or parked on school property.

Jurisdictional control over the student may extend to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, or welfare of the school. In addition, with respect to bullying, the jurisdiction of the HPPA Board may extend to data or computer software accessed at a non school-related location, activity, function, or program, or to technology or an electronic device that is not owned, leased, or used by HPPA.

HPPA employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or a school-sponsored activity is scheduled to begin. Further, HPPA employees are not responsible for supervising students who remain on school property 30 or more minutes after school ends, or 30 or more minutes after school-sponsored activity ends.

# Parent-Student-School Agreement

The purpose of the Parent/Student Handbook for HPPA is to provide students and families with clear information about the school's expectations, policies, and procedures that guide daily life within our learning community.

This handbook is designed to promote a safe, respectful, and academically focused environment by outlining the responsibilities of students, parents, and staff while supporting strong communication and partnership between the school and families.

By understanding these guidelines, all members of the Harbour Pointe community can work together to uphold our shared commitment to academic excellence, character development, and the growth of curious, knowledgeable, and responsible students prepared to contribute positively to their communities.

## Purpose of the Contract

1. **Defined High Expectations:** We believe that all students can meet the expectations presented in front of them as long as they are clear and consistent. With the support of staff and family, students will understand what is expected and when. The shared expectation will better equip students for success. Academic and behavioral expectations will promote growth with clarity.
- **Family Centered Communication:** Open communication is a necessity for being a team. The team members at our school include teachers, students, families, and staff. Respectful communication is vital. This includes timely communication with consideration of all parties in mind. The family centered approach will lead us to our common goal of happy and successful students.
- **Promoting Ownership:** At HPPA we know that students who take responsibility for their learning and actions become empowered leaders. We strive to build students' capacity in accountability. Disciplining with integrity allows students to grow and feel supported regardless of their prior actions. All HPPA members (staff, families, students) own their actions and work together to meet those goals.
- **Positive School Culture:** We are committed to creating and maintaining a safe, welcoming and positive environment for all. HPPA values a community feel where everyone arrives and leaves with a smile.
- **Conclusion:** The Parent-Student-School Contract is a signed agreement between the most important parties of a child's education (parents, student, and school). When all parties uphold their responsibilities, HPPA students will be supported, challenged and exceed their goals. Together we build a strong foundation for each students' future.

## Attendance Policy

Regular attendance is required and valued at HPPA. We encourage students being at school and uphold our responsibility to help them grow as long as they are PRESENT. Your children must be in school every day as mandated by state law.

## Excused Absences

The following will be considered excused absences:

- Religious holidays
- Absences for medical reasons (note required)
- Attendance at any school-sponsored activity
- Bereavement (please notify the school if the absence will extend beyond three days)

## Proof of Excused Absences

- Parents can notify the teacher of absence on ClassDojo but this will **not** count as an excuse.

- Copy/send documentation to enrollment specialists to explain an excused absence (*CassDojo messages to the teacher will not be submitted*).
  - Enrollment Specialist: [dgaleano@harbourpointeacademy.org](mailto:dgaleano@harbourpointeacademy.org)
- If a student misses more than 3 consecutive days, a doctor's note is required. If a student does not provide legitimate, written documentation, the absence will be considered unexcused.
- When absences become a concern (five or more unexcused absences in a quarter), HPPA will first confirm medical excuse notifications received and recorded for absences.
- The school will contact the parent regarding excessive absences via phone conference, email, teacher/parent conference, or letter.
- Students with excused absences will have 10 days to complete makeup work.
- If a student is picked up early, they will be marked absent for the remainder of the day.

## Agenda Books

Each student in grades 3–6, will be required to purchase an agenda book from the school. The agenda book may be purchased during open house at the beginning of the school year or from the school's office.

The agenda book will be used by teachers for communication to parents and by students to log home learning assignments. If a student misplaces an agenda book, he/she will be required to purchase another one from the Main Office. No other agenda books will be accepted, as the school has ordered books with specific items.

## Before and After School Care

Before School Care (BSC) is a service the school provides for all parents for an additional monthly fee. Students who attend BSC are expected to report directly to the Cafeteria upon arrival, and parents must sign in their child on a daily basis. Breakfast will be available from 7:30–7:55 a.m. for an additional fee (please see payment schedule on the school web page). No students will be permitted to enter the building prior to 6:30 a.m.

After School Care (ASC) is a service we provide for parents at a reasonable fee. ASC will not be dismissed until after 3:30 p.m. The program begins immediately after school until 6:00 p.m. Students are provided a snack and a drink. Students will have a schedule that includes the following: homework, recreational outside time, and a variety of structured activities. As always, the expectation is the same as school hours: students will be respectful and follow the school code of conduct.

Please see our website for procedures and policies. BSC and ASC payment will be on a monthly basis, payment will be rated for the entire month regardless of number of days attended. (See chart below)

AfterCare Monthly Cost for Parents			Before Care Monthly Cost for Parents	
Month	Monthly Cost		Month	Monthly Cost
August	\$144.00		August	\$64.00
September	\$189.00		September	\$84.00
October	\$180.00		October	\$80.00
November	\$135.00		November	\$60.00
December	\$126.00		December	\$56.00
January	\$153.00		January	\$68.00
February	\$162.00		February	\$72.00
March	\$135.00		March	\$60.00
April	\$198.00		April	\$88.00
May	\$180.00		May	\$80.00

# Arrival

The arrival procedures at a school truly can give parents a clear idea of how effective the school operates. Schools that have a safe, efficient, timely, and positive car loop also apply the same attention to detail to all building-wide routines and procedures. We look forward to greeting parents and students every morning in the car loop and ensuring all students come to school with a smile!

**All students must be dropped off in the school car loop only.** The school's drop-off time is from 7:45–8:15 a.m. There is no supervision before 7:45 a.m. for students who are not enrolled in the before school care (BSC). If students are dropped off prior to 7:45 a.m., they will be placed in BSC, and the parent will be assessed a \$25.00 registration fee.

## Student Drop-Off

- Traffic will loop around the parking lot, and students may only be dropped off in the designated areas.
- Please do not leave your car unattended in the car loop lane during drop-off. Parents must not use their cellphones while driving in the parking lot (state law).
- The safety of our children is our first priority. Please follow drop-off procedures very carefully to keep all of our children safe.

\*Details on arrival procedures will be posted prior to the start of each school year\*

## Dismissal

Dismissal is a great way for our team to ensure every student leaves school with a smile! It is very important that we run a safe, efficient, friendly, and fast car loop!

## Student Dismissal and Pick-Up Procedures

The safety of our students is our highest priority. To ensure an orderly and secure dismissal process, all families must follow the procedures outlined below.

### Dismissal Time

School dismissal begins promptly at **3:00 p.m.** All students must be picked up through the **school car loop only**. Parents and guardians are expected to arrive during the designated dismissal period.

Students who are not picked up before 3:30 p.m. will be placed in **After School Care (ASC)**. The following late pick-up fees will apply:

Time of Pick-Up	Fee Charged
3:30-3:45 p.m.	\$5
3:45-4:00 p.m.	\$10
After 4:00 p.m.	\$25 dollar after care registration fee

*Parents: If you are running late due to an emergency or other reason, please inform the office.*

We appreciate your cooperation in picking up students on time to help maintain a safe and organized dismissal process for all students.

## Communication During Dismissal

To maintain a safe and efficient dismissal process, **parents should avoid calling the front office during dismissal time**. Staff members are focused on supervising students and ensuring safe pick-up procedures.

## Authorized Pick-Up

Only individuals listed on the student's **authorized pick-up card** are permitted to pick up the student. If changes to authorized pick-up individuals are required, parents must **update the information with the school in advance**.

## Early Dismissal

Early dismissal must occur **before 2:15 p.m.** No early dismissals will be permitted **after 2:15 p.m.** in order to maintain the safety and organization of the dismissal process.

## Student Pick-Up Procedure

All dismissal traffic must **loop around the parking lot**, and students will only be released in the **designated pick-up areas**.

Parents or guardians **must display their official school car tag** to pick up a student in the car loop. If a parent does **not have the car tag**, they must **park and report to the front office** to check the student out using the school's **secure check-out system**.

Following these procedures helps ensure a safe and efficient dismissal for all students.

## Early Student Pick Up Procedure

Early student pick-up should be limited to essential circumstances, such as medical appointments or emergencies, as it disrupts valuable instructional time and may impact a student's academic progress. To ensure a safe and orderly dismissal process, early pick-ups are not permitted after 2:15 p.m. We encourage families to plan appointments outside of school hours whenever possible to support consistent attendance and learning. For more information about school policies, please visit [harbourpointeacademy.org](http://harbourpointeacademy.org).

## Birthday Celebrations

Students at **Harbour Pointe Preparatory Academy** are welcome to celebrate their birthdays at school in a way that supports our positive school community while minimizing disruption to instructional time.

## Classroom Celebrations

- Students may bring a **treat to share with their entire homeroom class**.

- Treats should consist of **one item only**, such as pizza, cupcakes, or a small goodie bag.
- Celebrations may take place **in the classroom or cafeteria**, at the **teacher's discretion**.

## Location

- If the celebration takes place in the **cafeteria**, items should be **brought directly to the lunch duty staff** at the start of the student's lunch period.
- Teachers will determine if the celebration is more appropriate for the **classroom or cafeteria setting**.

## Parent Guidelines

- Parents/guardians **must coordinate with the classroom teacher in advance** to plan the celebration.
- Parents are welcome to **attend during the student's lunch period**.
- Celebrations during instructional time are **limited in order to protect classroom learning time**.

Our goal is to allow students to celebrate special milestones while maintaining a structured and respectful learning environment for all.

## Book Bag Policy

Students may bring a book bag of their choice to school. All book bags must remain in the classroom during the school day unless otherwise directed by a teacher or staff member.

Book bags, supplies, and any personal items brought to school must not display images, language, or symbols that could be considered inappropriate or offensive.

Failure to comply with this policy may result in disciplinary action, including detention and parent/guardian notification.

## Cafeteria

HPPA strives to provide a safe, respectful, and healthy dining environment for all students. The following cafeteria guidelines help ensure the well-being of our school community.

## Lunch Line & Meal Accounts

Students may purchase lunch through the school cafeteria. Families are responsible for maintaining a positive balance in their student's lunch account. Parents are encouraged to regularly check and replenish funds to avoid interruptions in meal service.

If a student does not have sufficient funds in their account on a given day, the cafeteria will provide a simple alternate meal so the student does not go without lunch. However, families should promptly update their account balance.

## Food Allergies & Safety

The health and safety of our students is a top priority.

- **Food sharing is not permitted** in the cafeteria due to the risk of food allergies and dietary restrictions.
- Parents must **inform the school and classroom teacher of any food allergies or dietary concerns** their child may have.
- Staff will take appropriate precautions to help maintain a safe environment for students with allergies.

## Outside Food & Fast Food

Families may send lunch from home if they prefer. However, **fast food items are strongly discouraged** in order to promote healthy eating habits and maintain consistency during lunchtime.

## Parent Volunteers

Harbour Pointe Preparatory Academy welcomes **parent volunteers** to assist during lunchtime. Volunteers may help supervise students, support cafeteria operations, and ensure a smooth lunch period. Parents interested in volunteering should contact the school office for scheduling and guidelines.

## Visiting Students During Lunch

Parents or guardians who wish to **visit their student during lunch** should check in at the school office upon arrival. All visitors must follow school visitor procedures and receive proper authorization before entering the cafeteria.

## Creating a Respectful Cafeteria Environment

Students are expected to:

- Follow cafeteria rules and staff directions
- Use good manners and respectful behavior
- Keep their eating area clean
- Dispose of trash properly

These expectations help ensure that lunchtime remains a positive experience for all students.

# Cell Phone Policy

All technology communication devices (including cell phones and smart devices) must remain turned off and out of sight during the school day and while on campus. Devices may only be used once students have left school grounds or with permission of an administrator.

Any misuse may result in the device being held for parent/guardian retrieval. The school is not responsible for lost or damaged items.

# Child Abuse

State law requires that teachers, administrators and other school personnel report suspected cases of abuse, abandonment, or neglect to the DCF Hotline at 1-800-96-ABUSE.

# Communication Between Home and School

HPPA utilizes the ClassDojo app as the main source of communication. The school will have a feed on ClassDojo with pertinent information from administration and teachers. Agendas are a vital part of your child's academics—please check these as well.

- Teachers will use ClassDojo for individual and class messages. Interactions must adhere to these guidelines:
  - Respectful
  - Office Hours
  - Response Time
  - Request (1 week notice on conference must be teacher approved)

HPPA uses **FOCUS** as our official Student Information System (SIS). Through FOCUS, parents and guardians can access important information about their student's academic progress, including grades, assignments, attendance, and teacher communication.

Parents are encouraged to regularly log into the FOCUS Parent Portal to monitor their student's performance and stay informed about classroom expectations and upcoming assignments. Access to the portal is provided at the beginning of the school year, and login credentials are issued to parents or guardians by the school.

If you experience difficulty accessing your FOCUS account or need assistance with login credentials, please contact the school's front office for support.

# Health and Safety

## 911 for Emergencies

In event of a medical emergency, HPPA will call the medical unit and all medical decisions and financial responsibility will be the responsibility of the parents/guardians.

## Injury or Illness at School:

A student who becomes ill or injured while at school will be taken to the front office where every effort will be made to see that he/she is comfortable. Office personnel will contact the student's parent/guardian if the student needs to go home or medical attention is required.

Parents/guardians will need to pick their children up when:

- A student has a fever of 100.4 or higher.
- A student looks pale, red eyes, hunched over with cramps and generally shows signs of the flu or severe cold.
- A student has vomited, had diarrhea, or is complaining of continuous stomachaches.
- A student is complaining of continuous strong headaches
- A child is found with lice. HPPA follows Florida Department of Health protocol. [FDOH Lice Information](#)
- The office is unable to make the student comfortable after resting for a period of 15 minutes.

Students need to remain home for a minimum of **24 hours** following a fever or nausea. A child who suddenly develops a headache, chill, fever, vomiting spell, or other signs of illness in the morning should be **kept home**.

It is important that we have updated emergency numbers and individuals on file in the school, so we are able to reach an adult to pick up the student.

## Head Lice (Pediculosis) Policy

Harbour Pointe Preparatory Academy is committed to maintaining a healthy school environment while minimizing unnecessary absences from instruction. This policy is based on guidance from the Florida Department of Health and reflects current public health recommendations for managing head lice in school settings.

### Background

Head lice are small insects that live on the scalp and spread primarily through direct head-to-head contact. They are common among school-aged children and do not spread disease or indicate poor hygiene.

### Identification

A student is considered to have an active case of head lice if:

- Live crawling lice are observed on the scalp or hair
- Nits (eggs) are present close to the scalp and appear viable

School personnel may refer students suspected of having lice to the school health office for assessment.

## Attendance and Exclusion

- Students will not be sent home immediately upon identification of head lice.
- Students may remain in class for the remainder of the school day.
- Parents/guardians will be notified the same day.
- Students may return to school after appropriate treatment has begun.

Important:

- The school does not enforce a “no-nit” policy (requiring complete removal of all nits before return).
- Exclusion solely for the presence of nits is not permitted.

This approach reduces unnecessary absenteeism and aligns with public health recommendations.

## Parent/Guardian Responsibilities

Parents/guardians are expected to:

- Begin treatment promptly using an approved lice treatment (over-the-counter or prescribed)
- Follow treatment instructions carefully, including retreatment if necessary
- Manually remove lice and nits when possible
- Check all household members and treat if needed

Treatment is considered effective when live lice are eliminated.

## School Responsibilities

Harbour Pointe Preparatory Academy will:

- Maintain student confidentiality
- Notify parents/guardians of affected students
- Provide educational materials on identification, treatment, and prevention
- Encourage routine head checks at home
- Avoid school-wide lice screenings unless deemed necessary

Routine mass screenings are not recommended as they are not effective in controlling outbreaks.

## Prevention Strategies

Students and families are encouraged to:

- Avoid head-to-head contact during play and activities

- Avoid sharing personal items such as hats, brushes, or hair accessories
- Keep long hair tied back when possible

These measures help reduce transmission in school settings.

## Environmental Cleaning

Because lice survive only briefly off the scalp:

- Extensive cleaning or pesticide use is not required
- Routine cleaning of classrooms is sufficient
- Personal items (e.g., hats, bedding) should be washed at home if exposed

## Confidentiality

All cases of head lice will be handled discreetly in accordance with student privacy laws. General classroom notifications may be issued without identifying individuals, when appropriate.

## Policy Review

This policy will be reviewed periodically and updated in accordance with guidance from the Florida Department of Health and applicable Florida statutes.

# Medication Policy

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian. The school must receive a Medication Permission Form signed by the student's physician and parent/guardian (this includes both prescription and OTC drugs).

## Prescription Medication

In accordance with Section 1006.062, Florida Statutes, the following are guidelines for the administration of prescribed medication by school personnel:

- a. A trained designee may administer prescription medication to a student while at school provided that for each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant the principal or his designee the permission to assist in the administration of each prescribed medication and which shall explain the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business. The school principal or the trained school staff designee shall be allowed to assist the student in the administration of such medication.
- b. All medication is to be brought to the school by a Parent or Legal Guardian.
- c. All prescribed medications to be administered by school personnel in charge of managing medication (usually assigned front office secretary) shall be received,

counted, and stored in original containers. Please be present during this process. When a medication dose is given to a student, it must be recorded. If dosage is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

- d. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.

## Nonprescription Medication

Nonprescription medication (over-the-counter medicine such as aspirin, cough syrup, Murine), may be given by trained staff (usually assigned front office secretary) at school if ordered by a physician. The medication must be clearly marked with the student's name, dose and the approximate time medication is to be administered at school, physician's name, and medication expiration date. Medication will be administered according to dosing instructions on the container unless the physician has ordered differently.

**Nonprescription medication will not be administered without physician order.**

## Self-Carry Medication

Once a "Permission for the Administration of Medication" form is completed by the parent, student and physician indicating the need for the student to self-carry a medication is on file at the school, the student may carry the following medications: albuterol inhaler, epinephrine auto injector, diabetic supplies, and pancreatic enzymes. The school administrator must be notified and approve to ensure in accordance to the medication policy.

## Family Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** became federal law in November 1974. The purpose of this law is to protect the **privacy and accuracy of student educational records**.

Under FERPA, parents and eligible students have the right to access their child's educational records. Without prior written consent, access to these records will be limited to the parent/guardian, the student (when applicable), and school officials who have a **legitimate educational interest**.

In certain situations, parents or eligible students may choose to **waive this right** and grant permission for outside agencies or professionals working with the student to access educational

# Field Trips

Field trips are considered an essential part of the academic experience at HPPA. These opportunities allow students to extend classroom learning through real-world experiences and educational enrichment.

## Eligibility

Participation in field trips is a privilege. Students must meet the following requirements in order to attend:

- Students must be in **good disciplinary standing** as determined by school administration.
- Students with **chronic absences** may not be permitted to attend field trips.
- Final approval for student participation is **made by school administration**.

## Permission and Documentation

To participate in any school-sponsored field trip:

- A **permission slip must be signed by a parent or legal guardian** and returned by the designated deadline.
- Students must have **updated emergency contact and medical information** on file with the school.

Students who do not submit required forms or whose emergency information is incomplete may not be allowed to attend.

## Payments

- Field trip payments are **non-refundable** once submitted.
- **Cash payments are not accepted**. Approved electronic or check payments must be used.

## Student Expectations

Students attending field trips are expected to:

- **Follow the school dress code** unless otherwise specified by the school.
- Demonstrate **appropriate behavior at all times**, as they represent Harbour Pointe Preparatory Academy while off campus.
- Follow all instructions given by teachers, staff, and chaperones.

Failure to follow these expectations may result in disciplinary action and removal from the activity.

## Chaperones

Field trips will include an **appropriate number of school-approved chaperones** to ensure student safety and supervision. Chaperones may include school staff and approved parent volunteers in accordance with school policies.

# Grading Policy

Grades are intended to reflect a student's **mastery of the academic standards** being taught. Teachers use a variety of assessments and assignments to measure student understanding and progress toward these standards.

## Reassessment

Reassessment opportunities may be available and will follow **grade-level guidelines**. These opportunities allow students to demonstrate improved mastery of standards after additional learning or practice.

## Grade Reporting

Student grades will be **entered and kept up to date in Focus** so that families can regularly monitor academic progress.

## Missing Work

Students are responsible for completing all assigned work. Students will have **up to 10 days to make up missing assignments** unless otherwise specified by the teacher. If assignments remain incomplete by the **end of the grading period**, a **zero may be issued**.

## Progress Reports

Grading periods are **nine weeks long**. A **progress report will be issued at the midpoint** of each grading period to inform students and families about academic progress.

## Report Cards

Report cards will be sent home at the end of each grading period. Report cards must be signed by a parent or guardian and returned to the classroom teacher.

## Conduct Grades

Conduct grades reflect a student's **behavior, effort, and adherence to classroom and school expectations**.

## Homework

Homework is an **important part of the learning process**. It provides students with opportunities to practice skills, reinforce concepts learned in class, and develop responsibility and study habits. It is each student's responsibility to complete and turn in homework on time; in

case of conflict regarding homework assignments, the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it.

## Grading Scale

Kindergarten–1st	
S	Satisfactory
U	Unsatisfactory
N	Not Demonstrated

2nd–8th Grade	
A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%

## Grievance Procedure

If a student or his/her parent or guardian believes there is a grievance or complaint, the following procedure should be followed:

- 1. Review the Concern Carefully**  
Carefully analyze the issue and make sure you have all the relevant facts. Approach the situation with a rational and constructive attitude.
- 2. Meet with the Teacher (if applicable)**  
Make an appointment with the teacher involved and attempt to resolve the concern through discussion.
- 3. Meet with the School Principal**  
If the concern is not resolved after meeting with the teacher, schedule a meeting with the school principal to discuss the issue.
- 4. Contact the Board of Directors**  
If the issue remains unresolved after meeting with the principal, the parent or guardian may submit the grievance to the Board of Directors for further review.

# Honor Roll Awards

Honor Awards are presented at the end of each nine-week grading period. All grade levels will have an awards ceremony to recognize students for their academic performance and positive behavior.

Parents are welcome to attend these ceremonies. Parents will be notified in advance if their child will be receiving an award.

## Award Descriptions

- **A Honor Roll:** Awarded to students who earn an A in all subjects for the nine-week grading period.
- **A–B Honor Roll:** Awarded to students who earn a combination of A's and B's in all academic subjects for the nine-week grading period, with no grades below a B.
- **Citizenship:** Awarded to students who consistently demonstrate positive behavior, respect for others, responsibility, and good character in the classroom and throughout the school. This is represented by the conduct grade in FOCUS.
- **Perfect Attendance:** Awarded to students who are present every school day during the nine-week grading period with no absences.
- Additional awards may be added based on grade level expectations.

# Lost and Found

To help return lost items to their owners, families are encouraged to clearly label all student belongings, including outerwear, water bottles, folders, and other personal items.

Items found on campus should be turned in to the Front Office. Students and parents may check the Lost and Found area for missing belongings during school hours (not disrupting car loop).

Unclaimed items will be donated to charity at the end of each quarter. Labeling personal items greatly increases the chances that lost belongings can be returned promptly.

# Parent Involvement

## Expectations for Parents

We believe parents own the fundamental responsibility for their children's education and that the academy's role should be viewed as a supportive one. Harbour Pointe encourages parents to:

- Model good character and insist that their children cultivate good habits and virtues.
- Help their children develop effective study skills.
- Read with their children, especially those in the early grades.

- Oversee regular reading, writing and mathematics skill development.
- Stimulate discussion and exploration of ideas and events with students.
- Support the academy goals through familiarity with this handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success.
- Follow carline rules and procedures for the safety of the students and others.

### Parent Volunteer Hours

Parents/Guardians are requested to volunteer their time both at school and at home. There are ample opportunities for parents to volunteer throughout the school year.

- Classroom assistance and small-group support
- Recess, office, or lunchroom help
- Athletics and after-school activities
- Field trips and special events
- Sponsoring extracurricular activities
- Fundraising and school projects
- Parent organizations and leadership committees

## School Hours

<b>Harbour Pointe Preparatory Academy School Hours of Operation</b>		
<b>Before Care</b>	6:30 am – 7:30 am	Apply through front the front office
<b>Arrival</b>	7:45 am – 8:15 am	Tardies will be issued after 8:15 am
<b>Regular School Day</b>	8:15 am – 3:00 pm	
<b>Dismissal</b>	3:00 am – 3:30 pm	
<b>After Care</b>	3:30 pm – 6:00 pm	Apply through front the front office

# Due Process, Student Responsibilities, and Rights

At HPPA, we are committed to fostering a safe, respectful, and nurturing learning environment where every student is valued and empowered to grow academically, socially, and ethically. All students are entitled to the rights guaranteed by the United States Constitution and the Bill of Rights. These rights will be upheld in all school policies, expectations, and disciplinary actions.

Students are expected to demonstrate responsibility, integrity, and respect for others. Behaviors that disrupt the learning environment or violate the standards outlined in this handbook may result in appropriate consequences. These may include parent notification, temporary removal from activities, detention, suspension, expulsion, or further action as required by law. All disciplinary procedures will follow Florida Education Law and ensure fair and consistent due process.

HPPA prioritizes the physical, emotional, and intellectual safety of every student. Any student who experiences or witnesses harassment, hazing, threats, or intimidation is encouraged to report the concern immediately to a school administrator. All reports will be taken seriously, investigated promptly, and handled with the utmost confidentiality.

In alignment with Florida law (HB 7029), a student may be excused from participating in the Pledge of Allegiance, including standing and placing their hand over their heart, upon written request from a parent or guardian. Students who are not excused are expected to show proper respect during the pledge.

## Code of Student Conduct

At HPPA, we believe that high academic expectations must be supported by equally high standards for behavior. A positive and orderly learning environment depends on mutual respect—teachers and staff must be respected and empowered to teach, and students must treat one another with kindness and consideration. Disruptions to learning are taken seriously, and students will be held accountable for their actions. While we place a strong emphasis on discipline and meeting expectations, we are equally committed to disciplining with dignity. When a student violates the Code of Conduct, appropriate consequences will be applied, and our team will partner with students and families to provide the behavioral support and scaffolding needed to help every student succeed. For more information, please visit

[www.harbourpointeacademy.org](http://www.harbourpointeacademy.org).

## Classification of Violations

At Harbour Pointe Preparatory Academy, we have violations classified into four categories. We expect all students to follow the Code of Conduct and contribute to a respectful school community at all times—during the school day, on campus, and at school events. When behaviors disrupt learning or safety, staff will address them promptly and appropriately.

If a student continues to have difficulty meeting expectations, additional consequences may be necessary, including possible referral to the Duval County School Board Hearing Office for alternative placement or expulsion.

- Minor Class I (Referrals)
- Major Class II (Referrals)
- Major Class III (Referrals)
- Zero Tolerance Class IV (Referrals)

### Class I Minor Offenses

\*Continuous or repeated disruption will be escalated to Class 2 offense.

HPPA/FOCUS CODE	Minor Offenses Class 1	Description
1.01	Chewing Gym	Chewing Gum
1.01	Unauthorized eating/drinking	Eating or drinking in unauthorized areas and/or during unauthorized time.
1.01	Unprepared for Class	Students did not bring needed materials to class.
1.02	Illegal Organizations	Any participation in prohibited/secret clubs or societies.
1.03	Unauthorized/misuse of electronic device	<p>Use/misuse of personal/school electronic devices. This includes and extends beyond: chromebooks, smart watches, air pods, bluetooth headphones, laptops, desktops, ipads.</p> <p>This includes students opening unauthorized websites in their browser.</p>

<p>1.01 1.02 1.04</p>	<p>Behavior that puts safety at risk</p>	<p>Any behavior that endangers the students or any other student on campus.</p> <p>Horseplay roughhousing, wrestling, pushing, acting out.</p>
<p>1.05</p>	<p>Cafeteria Misconduct</p>	<p>Being out of seat, playing with/throwing food, not cleaning, disrupting the line, running.</p>
<p>1.06</p>	<p>Disruption in Class</p>	<p>Disruptive behavior that interferes with the teachers ability to communicate with students in class or the ability of other students to learn.</p> <p>Continuous or repeated disruption will be escalated to Class 2 offense.</p>
<p>1.07</p>	<p>Disorder Outside of Class</p>	<p>Any conduct that bothers other students outside of class or is disruptive and interferes with keeping common areas in order. This includes hallways, bathrooms, cafeteria, playground, athletic field and carloop.</p> <p>Continuous or repeated disruption will be escalated to Class 2 offense.</p>
<p>1.08</p>	<p>Disrespectful behavior. Profane body and verbal language.</p>	<p>Disrespectful behavior lacks the regard, politeness and consideration that is acceptable for student behavior. Includes but not limited to: teasing, name</p>

		calling, gossiping, purposeful humiliation.  Profane language (body/verbal/written) includes electronic messages, images and objects that are disrespectful, unacceptable or inappropriate in a school environment.
1.09	Dress Code Violation	Not following HPPA dress code on uniform or dress down days.

## Disciplinary Actions for All Major Violations

HPPA has a progressive discipline plan meaning the number of occurrences and severity of the incident are taken into account when a consequence is assigned. Administration will always notify parents of the incident and consequence.

- Administration provides this chart but also reserves the right to adjust consequences based on principal discretion.
- Infractions of the discipline code that disrupt major education or business processes may be escalated to a higher level offense.
- Infractions marked with an asterisk\* require immediate police notification and law enforcement determines if arrest is necessary.\*
- If the student has an IEP/504 Plan, the administrator or designee MUST refer to the Discipline guidelines for students with disabilities and the student's current IEP/504 plan prior to the assignment of any disciplinary action. The maximum number of three (3) days can be assigned at one time.

Major Violation Classifications include:

- Major Violation Class II (Referrals)
- Major Violation Class III (Referrals)
- Zero Tolerance Violation Class IV (Referrals)

### Class II Offenses

HPPA CODE	DCPS CODE	Offenses	1st	2nd	3rd
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		<b>Level 2</b>	<b>Occurrence</b>	<b>Occurrence</b>	<b>Occurrence</b>
2.01	2.01 1.01 1.03 1.10 1.04 1.06	Failure to follow directions at school.	Detention	Detention Alternative Learning Classroom	Out of School Suspension
2.02	2.01 2.18 2.05* 2.24 1.05	Disrespecting a student.	Detention	Alternative Learning Classroom	Out of School Suspension
2.03	2.07* 1.03 2.08	Minor Physical Misconduct	Alternative Learning Classroom	Out of School Suspension	Out of School Suspension
2.03	2.08	Disruptive Arguing	Detention	Alternative Learning Classroom	Out of School Suspension
2.04	2.24	Forgery	Parent Notified  Detention	Detention  Alternative Learning Classroom	Out of School Suspension
2.05	2.26	Unauthorized Use of Technology or electronic device	Detention	In School Suspension	Out of School Suspension
2.05	2.29	Cheating/Plagiarism	Detention	In School Suspension	Out of School Suspension
2.06	2.23	Leaving class or school without permission	Detention	In School Suspension	Out of School Suspension
2.07	2.18 1.05 2.06	Intimidation/Threats	In School Suspension	Out of School Suspension	Out of School Suspension

2.08	2.01 2.03 1.01	Dangerous/Unsafe Acts	Detention	In School Suspension	Out of School Suspension
2.09	2.05* 2.22 1.05 2.06* 2.21	Obscene, Profane, Offensive Language or Gestures  (Student or Staff Targeted)	In School Suspension	Out of School Suspension	Out of School Suspension
2.1	2.07* 2.08 1.02 2.01	Physical Contact	In School Suspension	Out of School Suspension	Out of School Suspension
2.11	2.24	Falsifying or Misleading Information	Detention	In School Suspension	Out of School Suspension
2.12	2.15 1.01 1.03 2.16 2.17*	Mistreatment or Misuse of properties; vandalism less than \$100	Detention	In School Suspension	Out of School Suspension
2.13	2.03* 2.02	Tobacco possession, use, distribution and or sale of lookalike products.	Out of School Suspension  Online NTV Course	Out of School Suspension  Night- Time Substance Abuse Class	Level 3 Offense
2.14	2.05*	Physical Misconduct on School Employee	Out of School Suspension	Out of School Suspension	

2.15	2.25	Refusal to attend or participate in assigned discipline	Reschedule Consequence	Out of School Suspension	Out of School Suspension
2.17	2.06* 2.07* 2.08 2.09 2.10 2.12	Physical Misconduct on a Student	Out of School Suspension	Out of School Suspension	Level 3 Offense
2.18	1.07	Public Display of Affection	Detention	In School Suspension	Out of School Suspension
2.19	2.30*	Extortion	Out of School Suspension	Out of School Suspension	Level 3 Offense
2.2	1.02 2.01 1.03	Unauthorized assembly and publications	Detention	In School Suspension	Out of School Suspension
2.21	2.01 2.26 2.13	Unauthorized video or sound recording	Detention	In School Suspension	Out of School Suspension
2.23	2.01 2.05* 2.18 2.22	Disrespect and adult or employee	Out of School Suspension	Out of School Suspension	Level 3 Offense
2.24	2.01	Inciting or Participating in Major Student Disorder	Out of School Suspension	Out of School Suspension	Level 3 Offense

2.25	2.08 2.10	Provoke/Attempt to cause fight	In School Suspension	Out of School Suspension	Out of School Suspension
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### Class III Offenses

HPPA CODE	CODE	Level 3 Offenses	1st Occurrence	2nd Occurrence
3.01	3.01*	Alcohol possession, purchase and or use of alcoholic beverages.	Night Time Substance Abuse Course  Out of School Suspension  If declined or failed student will be referred to DCSB Hearing office for alternative school placement	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.01	3.02*	Drugs	Night Time Substance Abuse Course  Out of School Suspension  If declined or failed student will be referred to DCSB Hearing office for alternative school placement	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.02	3.20* 3.25* 2.06* 2.05* 3.26*	Threat/Intimidation	Student Threat: Out of School Suspension  School Threat: Out of School Suspension  Principals may at their discretion refer the student to the hearing office.	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.03	3.03*	Physician Miscoconduct against	Out of School Suspension and student will be referred to DCSB Hearing office for	Out of School Suspension

		school district employee	alternative school placement	Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.04	3.04*	Robbery	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.05	3.05* 2.16 3.28	Stealing/Larceny/ Theft	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.06	3.06	Burglary of School Property	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.07	3.07* 2.15	Vandalism	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for

				alternative school placement and/or expulsion
3.00	3.09* 3.16 2.22	Disrespect	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.09	3.15* 3.14*	Falsifying a 911 emergency call from school or personal phones	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.10	3.08 3.27* 3.34*	Possession of Prohibited Substance or Objects	Out of School Suspension  Nighttime Substance Abuse Program for drug paraphernalia	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.12	3.09* 3.33*	Lewd, Indecent, Offensive Behavior	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion

3.13	3.10* 2.21	Sexual Harassment	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.14	3.11	Sexual Offenses	Out of School Suspension  Administration Determination: Required Teen Court	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.15	3.12* 3.30 3.32	Battery Upon Student, School Employee or Agent Resulting in Bodily Harm	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.11	3.13*	Inciting or Participating in Major Student Disorder	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.16	3.14*	Unjustified Activation of fire alarm system	Out of School Suspension	Out of School Suspension

				Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.17	3.13* 2.23 1.08	Absence without leave	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.18	2.08* 2.20* 3.31*	Igniting fireworks, firecrackers, or flammable materials etc.	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.01	3.16	Defamation of Character	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.20	3.17	Stalking	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for

				alternative school placement and/or expulsion
3.05	3.18	Unauthorized use of Instructional Technology	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.03	3.19*	Major dispute or Altercation	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.22	3.03*	Simple Assault Upon a School Employee	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.23	3.21*	Bullying and Cyber Bullying	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion

3.24	3.25*	Harassment	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.25	3.24*	Teen Dating Violence or Abuse	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.05	3.09*	Gross Insubordination/Blatant Defiance	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
3.14	3.13* 2.32	Illegal Organization	Out of School Suspension	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion

3.03	3.08 2.02 2.03	Smoking and Other Use of Tobacco Products	Out of School Suspension  Night Time Substance Abuse Class	Out of School Suspension  Principal may at their discretion, refer student to DCSB hearing office for alternative school placement and/or expulsion
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### Class IV Zero Tolerance Offenses

HPPA CODE	DCPS CODE	Zero Tolerance Offenses  Level 4	1st Occurrence
4.01	4.01	Alcohol with intent to sell or distribute	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.02	4.02	Drugs with intent to sell or distribute	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.03	4.03	Arson	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.04		Armed Robbery	10 days Out of School Suspension  Referral to hearing office (possible expulsion)

4.05	4.05 3.34	Possession of Weapons/Firearms	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.06	4.06	Use of Deadly Weapon	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.07	4.07	Use of a Prohibited Object (other than firearm) or Substance	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.08	4.08	Bomb Threat	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.09	4.09	Explosives	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.10	4.10	Sexual Battery/Rape	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.11	4.11	Aggravated Battery	10 days Out of School Suspension  Referral to hearing office (possible expulsion)

4.12	4.12	Aggravated Stalking	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.13	4.13	Other Major Offense Causing great bodily harm or serious disruption	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.14	4.14	Kidnapping/Abduction	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.15	4.15	Homicide/Murder/ Manslaughter	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.16	4.16	Vandalism (over \$1000)	10 days Out of School Suspension  Referral to hearing office (possible expulsion)
4.17	4.17 3.20	Threat/Intimidation of School Employee	10 days Out of School Suspension  Referral to hearing office (possible expulsion)

# Reporting an Incident of Discrimination/Harassment/Complaint Procedure

## Notification and Reporting of Concerns

HPPA is committed to fostering a safe, respectful, and inclusive school community where all individuals are treated with dignity.

When appropriate, individuals are encouraged—but not required—to communicate directly with the person involved to express that the behavior is unwelcome. If this approach is not comfortable, not appropriate, or does not resolve the concern, individuals should report the matter within sixty (60) days of the incident to a trusted adult, including a School Administrator, or any staff member. Students may report concerns to any teacher or staff member with whom they feel comfortable. All staff members share a responsibility to uphold a safe environment.

## Investigative Process

HPPA is committed to addressing all concerns promptly, fairly, and with care. A thorough and impartial investigation will be completed within twenty (20) days of receiving a complaint. Investigations will be led by the Principal or a designee, or the Board or its designee.

The process may include interviews with the individual who reported the concern, the individual involved, and any witnesses or others with relevant information. HPPA will handle all matters with sensitivity and will maintain confidentiality to the greatest extent possible while ensuring a fair review. A written report summarizing the findings will be completed.

## Decision and Communication

Within ten (10) days of concluding the investigation, a written determination will be issued by the appropriate decision maker. Both the individual who reported the concern and the individual involved will be informed of the outcome in a timely manner. Decisions are considered final.

## Responsive Actions

Students found to have engaged in such conduct will be addressed in accordance with the school's Code of Conduct, with a focus on accountability, growth, and restoration when appropriate. Any behavior that may violate the law will be reported to the proper authorities.

## False or Malicious Reports

HPPA encourages good-faith reporting and values the courage it takes to come forward. However, knowingly making false or malicious allegations undermines the integrity of the community and may result in disciplinary action. This does not apply to reports made in good faith, even if they are later unsubstantiated.

# Dress Code

## General Uniform and grooming criteria

Embroidered uniform tops must be purchased at RC Uniforms, and are the only top permitted.

- Uniforms are required for all upon the start of school day.
- Uniforms should be neat and clean.
- Outerwear in the building must have a logo, non uniform outerwear is permitted outdoors.
- Embroidered polo is required under all outerwear.

Clothing must be worn in the correct fashion, not inside out or backwards.

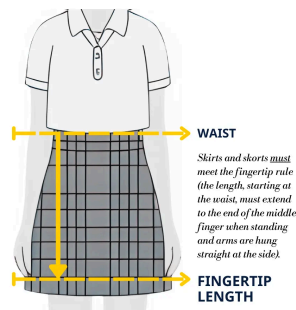
## Uniform Requirements:

### Tops

Colors with logos purchased from school vendors. Solid color short/long sleeve shirts may be worn under the polo in neutral color. No hoodies and out of logo outerwear is only acceptable inside.

### Bottoms

- Navy or Khaki bottoms only. Pants, bermuda shorts, or finger tip skorts.



- NO yoga, spandex, sweatpants, leggings, or pajama pants are allowed.
- Must be at the waist, not sagging or rolled.

### Shoes

The emphasis of shoe policy is safety.

- Closed Toed and Closed back is **required**
- Loafers
- Athletic/Walking shoes
- Sneakers
- No roller shoes permitted
- No CROCS permitted
- No heels permitted
- No slippers permitted

## Accessories

- Belt is optional, if worn it must be appropriate in designated loopholes and neutral color.
- Hats and bandanas are not permitted even on dress down days.
- Costume accessories or props cannot be worn with uniform, that is, ears, mittens, masks, and tails.
- Jewelry and accessories must be school appropriate.
- Jeweled mouthpieces or “grillz” are not permitted

## Dress Down Options

**Dress down days are a privilege.** Spirit shirts provided by the school can be worn on designated days. This must be appropriate - shoe and finger tip length policy remains the same. Tshirts, denim and athletic bottoms permitted.

- No rips, holes, or frayed clothing.
- Not tight
- All clothing should be in good taste: not have suggestive writing or advertisement for items that aren't appropriate.
- The midriff should not be exposed.
- Revealing clothing like halter, low cut blouses, and mesh shirts are not acceptable.

## Dress Code Violation Procedure

If a student's uniform does not comply with the uniform dress code, they will be considered in violation.

- In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations.
- Students who violate the uniform code will be allowed to call home for an appropriate change of clothing. Otherwise, the student may be sent home for the remainder of the school day.

This dress code shall also apply to all school-sponsored activities and events, unless otherwise authorized by school administration.

## Student Related Guidelines

### Student Life & Expectations

At HPPA, we believe learning extends beyond the classroom. Our programs are designed to support the whole child—academically, socially, and emotionally—while fostering responsibility, character, and a love of learning.

### After-School Enrichment

Students are encouraged to participate in clubs, tutoring, and enrichment opportunities that enhance their educational experience and build meaningful connections with peers and staff. Some activities may include a small fee to support materials and programming.

To ensure a safe and productive environment, students participating in after-school activities are expected to:

- Remain under staff supervision at all times
- Follow the school's Code of Conduct

### Use of Personal Devices

To promote focus and minimize distractions, personal electronic devices (including cell phones and smart devices) must remain turned off and out of sight during the school day and while on campus. Devices may only be used once students have left school grounds.

Any misuse may result in the device being held for parent/guardian retrieval. The school is not responsible for lost or damaged items.

### Campus Safety

Harbour Pointe operates as a closed campus. Students may only leave during the school day when signed out by a parent or guardian. Regular safety drills are conducted to ensure students are prepared and confident in emergency procedures.

### Field Trips & School Events

Field trips and school-sponsored activities provide valuable, real-world learning experiences that support our preparatory mission. Participation is based on:

- Consistent attendance
- Positive behavior and adherence to school expectations
- Academic and financial standing

Students are expected to represent the school with integrity by following all guidelines, including dress code and conduct expectations. Families play an important role in supporting these experiences.

## Student Activities & Eligibility

Participation in extracurriculars—including sports, clubs, and special events—helps students grow as well-rounded individuals. To remain eligible, students should:

- Maintain appropriate academic progress
- Demonstrate positive behavior and responsibility
- Meet activity-specific expectations

These opportunities are a privilege and may be adjusted based on individual student progress.

## Meals & Nutrition

Students may bring lunch or participate in the school's lunch program. Families are encouraged to maintain current lunch accounts. Information regarding meal services, including free and reduced lunch options, is available through the school.

## Health & Safety Considerations

For student safety, walking or biking to school is available but due to traffic conditions families who choose this option **must** notify the school in the provided form. Please contact the front office to receive this information.

# Parent/Guardian Commitment Agreement

I (We), the parent(s)/guardian(s) of \_\_\_\_\_, acknowledge that I (we) have read and agree to abide by all policies outlined in the **Harbour Pointe Preparatory Academy Parent/Student Handbook**, including but not limited to the Code of Conduct and Dress Code.

I (We) understand that Harbour Pointe Preparatory Academy is a public charter school of choice, and that enrollment is voluntary and contingent upon adherence to the school's expectations.

## Statement of Commitment

Harbour Pointe Preparatory Academy maintains high academic and behavioral expectations for all students. These expectations require a strong, consistent partnership between school and home. By enrolling my (our) child, I (we) accept full responsibility for actively supporting the mission, policies, and procedures of the school.

## Parent/Guardian Obligations

I (We) agree to fulfill the following non-negotiable responsibilities:

- **Educational Partnership:** Accept primary responsibility for my child's academic progress, behavior, and preparation for school each day.
- **Communication & Compliance:** Read and respond to all school communications in a timely manner and attend all required conferences and meetings as scheduled.
- **Volunteer Requirement:** Complete required volunteer hours:
  - 20 hours annually for the first child
  - 10 hours for each additional child
  - Minimum of 50% completed by Winter Break and 100% completed by May 1
- **Attendance & Punctuality:** Ensure my child arrives on time daily and is picked up promptly. I understand that repeated tardiness, absences, or late pick-ups are violations of school expectations and may result in disciplinary action or review of enrollment status.
- **Uniform Enforcement:** Ensure my child is in full compliance with the school's uniform policy each day.
- **Meals:** Provide a daily lunch or utilize the school-approved meal option.
- **Financial Obligations:** Pay all school-related fees promptly. Outstanding balances may result in restricted participation in school activities.
- **School Involvement:** Actively participate in the school community through events, committees, or other designated opportunities.
- **Organization & Accountability:** Monitor and sign my child's planner/agenda and review academic work regularly.

## Academic Support Responsibilities

I (We) further agree to:

- Establish and enforce a consistent daily homework routine.
- Provide a structured, distraction-free environment for studying.
- Monitor academic progress and hold my child accountable for completing all assignments.
- Limit non-academic screen time on school nights.
- Promote regular reading and academic engagement at home.

## Acknowledgment of Accountability

I (We) understand that fulfilling these obligations is a condition of enrollment at Harbour Pointe Preparatory Academy. Failure to meet these expectations, including lack of participation, non-compliance with policies, or failure to support my child's academic and behavioral success, may result in disciplinary action and/or review of my child's continued enrollment at the school.

By signing below, I (we) affirm our commitment to uphold the standards and expectations of Harbour Pointe Preparatory Academy without exception.

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**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Parent/Guardian Handbook Acknowledgment

Dear Parent/Guardian,

Please complete the acknowledgement form below and return it to your child's homeroom teacher by \_\_\_\_\_.

Thank you for your partnership in supporting your child's success.

Sincerely,  
**Greg Stickel**  
Principal

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**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

I acknowledge that I have received and read the **Harbour Pointe Preparatory Academy Parent/Student Handbook**. I understand the policies and expectations outlined within the handbook and agree to comply with them.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Technology Use & Internet Safety Policy Agreement

## Harbour Pointe Preparatory Academy

### Student Acceptable Use of Technology & Internet Safety Policy

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Harbour Pointe Preparatory Academy provides access to technology and the Internet to support student learning, research, and academic achievement. Use of these resources is a privilege and must be consistent with the school's educational mission and all applicable laws.

This policy is adopted in accordance with:

- **Florida Statutes §1003.02 (Internet safety requirements)**
- **Florida Administrative Code Rule 6A-1.0957 (Internet Safety Policy)**
- **Florida Statutes §1006.1494 (Student Data Privacy)**
- **Children's Internet Protection Act (CIPA)**

In compliance with Florida law and federal requirements:

- The school utilizes **technology protection measures (filters)** to block or restrict access to inappropriate or harmful content for minors ([Justia Regulations](#))
- Student use of email, messaging, and other communications is monitored to ensure safety and security ([The Florida Senate](#))
- Unauthorized access to systems, including "hacking," is strictly prohibited ([The Florida Senate](#))
- Student personal information is protected in accordance with state data privacy laws ([Justia Law](#))
- Access to social media platforms on school networks or devices is prohibited unless expressly authorized by a teacher for educational purposes ([Justia Regulations](#))

Students are expected to use all school technology in a responsible, ethical, and lawful manner.

Students must:

- Use technology only for educational purposes as directed by school staff
- Follow all teacher and staff instructions regarding device and Internet use
- Keep usernames and passwords confidential
- Respect the privacy, safety, and rights of others
- Use appropriate language and behavior in all digital communication
- Properly care for all school-issued devices and equipment

### Prohibited Conduct

The following actions are strictly prohibited and constitute violations of this policy:

- Accessing, attempting to access, or sharing inappropriate or non-educational content
- Bypassing or attempting to bypass Internet filters or security systems (including VPNs or proxy services)
- Accessing social media without explicit teacher direction for instructional purposes
- Engaging in cyberbullying, harassment, or inappropriate communication
- Downloading or installing unauthorized software or files
- Accessing, altering, or destroying school or others' data
- Violating any local, state, or federal law while using school technology

All technology use on school devices or networks may be **monitored, recorded, and reviewed** by school personnel to ensure compliance with this policy and applicable laws. Students should have **no expectation of privacy** when using school-owned devices, systems, or networks.

## Consequences for Violations

Violations of this policy may result in:

- Suspension or revocation of technology privileges
  - School disciplinary action in accordance with the Code of Conduct
  - Financial responsibility for damages to devices or systems
  - Referral to law enforcement when required by law
- 

## Student Agreement

I understand that access to school technology and the Internet is a privilege. I agree to follow all rules and expectations outlined in this policy and to use school technology in a safe, responsible, and lawful manner.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Parent/Guardian Acknowledgment

I have read and understand the Harbour Pointe Preparatory Academy Student Acceptable Use of Technology & Internet Safety Policy. I acknowledge that the school will take reasonable measures to supervise and protect students; however, I understand that it is impossible to eliminate all risks associated with Internet use.

I agree to support the school in enforcing this policy and ensuring my child uses technology responsibly.

**Parent/Guardian Name (Printed):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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