

Harbor Academy



2012-2013 Parent/Student Handbook

17317 FM 1431
Leander, TX 78641
(512)219-5673

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Harbor Academy

MISSION STATEMENT

TO EQUIP THE NEW GENERATION OF STUDENTS
BY WORKING WITH PARENTS TO PREPARE THEM FOR
THE DESTINY THEY WERE CREATED TO FULFILL

VISION STATEMENT

We endeavor to partner with parents to teach and train wisdom in order for our students to become honorable leaders. As we touch the hearts and lives of your children, our desire is that they become responsible citizens and leaders achieving their individual, highest potential in all aspects to fulfill the Destiny that God created for them. We help students appreciate and clarify their gifts while discovering ways to understand their challenges so they may help others and fulfill their Destiny.

Harbor exists not only to provide a safe learning environment for academics, but also to develop honorable personal and social character; not just to place them in the presence of great leaders but to educate them in wisdom, knowledge, and understanding; not just to memorize facts and The Word, but to educate them to make choices that are moral, honorable and beneficial for all concerned. This is done by addressing all of the aspects of a student's life and influences. Every source of input can affect a student's future and it is their ultimate responsibility to make sure to be accountable to fulfill their destiny by making good decisions regardless of their challenges, environment and past. We work with the whole family to help provide every advantage for each student's successful future. We seek to help every student recognize their incredible potential to impact the world to make it a better place by being the best they can be.

CHARACTER DEVELOPMENT

Character training is an important element in Harbor Academy. We believe the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline, and is essential to the emotional, physical, social, and spiritual well being of the student.

We expect our students to be:

Investigative Learners who:

- Assess their needs and apply appropriate strategies to learn concepts and skills
- Formulate positive personal values
- Continue learning throughout life

Perceptive Thinkers who:

- Identify, analyze, discriminate, prioritize, and apply information
- Make responsible decisions
- Apply critical thinking skills

Effective Communicators who:

- Convey messages clearly and accurately
- Understand and use the fundamental processes in communicating
- Receive and interpret messages respectfully

Quality Producers who:

- Display a growing knowledge of curriculum
- Develop abilities
- Demonstrate standards of excellence

Involved Citizens who:

- Respect and submit to authority
- Demonstrate positive and productive citizenship
- Practice moral principles

ADMISSIONS POLICIES

Harbor Academy offers a equal opportunity program for students who desire an excellent educational foundation in a safe environment, providing they are open to counsel and support our policies. We take every student's needs very seriously, and spend a great deal of time and effort assessing each student. It is critical that parents/guardians are open and honest from the intake so we are able to properly assess what program will work best for each student. Harbor seeks to help those students who have not thrived in a traditional educational setting, and recognizes that being in the wrong setting may have caused some disturbances that can create stress on the student and family. While we do try to work with most situations, there are times where the past impact on families is too great for Harbor to be of service. There are also students that may require services beyond what Harbor can offer as well, and we will do what we can to help locate a setting who could provide such.

NON-DISCRIMINATORY STATEMENT

Harbor Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Harbor Academy practices a philosophy of admissions, not discriminatory on the basis of race, sex, color, religion or national origin in the administration of its policies, admissions, scholarships, athletics, and other school directed programs.

REVIEW OF STUDENT'S HISTORY

It is helpful if parents sign a release for records so Harbor can retrieve any records from current or previous schools including grades, transcripts and achievement test scores. There are releases for students enrolling in Harbor and for those Harbor is counseling. Parents should bring any information that applies to their child including academic, emotional, physical, legal and any other personal information that may help us to consult with parents and make an individualized plan that benefits your child(ren). The only way for Harbor to help; is to have all of the information possible on each student. This is kept confidential, and is not filed with the student's records. It is for the counseling administration department only.

Parents are expected to provide information regarding a student's previous or pending infractions with law enforcement or school authorities. You are also required to disclose information if your student has received or been referred for emotional or psychological evaluation and/or counseling for any reason. If there is or has been any drug use by the family, this should be explained. Withholding such information could result in dismissal without refund.

ASSESSMENT OF STUDENT

We are aware that when students are in an learning environment that is not beneficial to their learning style or situation, it may create unique circumstances causing a student to perform below their potential in learning or behavior. Paperwork and records can't reflect the many gifts or challenges a student may have, so parental and student interaction is vital for proper assessment.

The mission of Harbor is to create an educational plan that works for each student. The Administration will use the historical information to assess the student's academic aptitude and to identify potential problems. All students admitted to the school will be evaluated to see at what level they are performing in each subject. Academic level will be determined with the Administrator's discretion. If there are indications of academic, emotional, psychological, legal, or past discipline problems, suspensions, or repeated absences, the Administrator has the right to contact the student's previous school, law enforcement officials, physicians and other authorities for additional information and clarification.

Each student will be academically assessed to see the grade level they are on in each subject. Depending on the previous educational situation, the student may be behind in one or more subjects. Usually, those subjects are English and Math; which both require mastery of concepts and foundations that when skipped, will affect the accumulated knowledge necessary for high school and college courses. Harbor will do whatever we can to help student catch up to the grade level in the shortest time possible. Please note however, there are some students that may be very far behind, and it is impossible to make up years of misunderstanding in one year or less. We will be able to provide every family with a plan for credit or concept recovery.

ADMISSION DECISION

Upon completion of the interview process, review and assessment, the Administrator will make a determination to grant probationary admission or to decline admission. The Administration has absolute authority in all matters regarding admission and dismissal. This decision is based on the ability of Harbor to be able to make a positive difference in the student's life; by providing the best services Harbor offers.

PROBATIONARY ADMISSION

All admissions are automatically granted as probationary pending the student's satisfactory adjustment to the school environment, curriculum and standards of conduct. The probationary period will consist of one nine-week grading period and will continue unless specified. If, at the end of the probationary period, the necessary changes or goals have not occurred, the

student may be dismissed from the program. Probationary admission may be extended if the necessary changes are in process and the student's teacher(s) and Administrator agree that the change is likely. Probationary admission will be reviewed by the teacher(s) and Administrator. Any student who's grading report is below expectations, may be put on probation.

DENIAL OF ADMISSION

Denial of admission may occur when, in the opinion of the Administration that Harbor Academy is unable to meet the needs of the individual student based on evaluations and issues that would warrant denial or if it is determined that the student would not benefit from attending Harbor Academy. Occasionally, there are family circumstances that prevent Harbor from being able to serve a student as well.

ENROLLMENT

Application must be submitted after interview with registration and record release forms. Registration must be paid to secure the student's place (this is refunded if enrollment is denied)

The following must be completed and submitted upon approval:

- submission of a certified copy of the student's birth certificate *
- submission of a current record of immunization*
- payment of the initial tuition based on the tuition payment schedule selected proof of guardianship (if applicable)
- court document proving guardianship and or right of parent or guardian to enroll student if sole responsibility has been legally awarded. * ,**
- parents, guardians, and students (5th-12th) signed Handbook Agreement Form
- All previous records must be received in order for student to remain enrolled

** Required by state law before attendance is allowed*

*** State law requires proof of guardianship. and that responsibility has been awarded for education. We need both parents to be in sync unless extenuating circumstances exist.*

ENROLLMENT PRIORITY

The initial enrollment period is reserved for current students and their siblings. During this time, current students are encouraged to complete the enrollment process. Following this phase, enrollment will be offered to new families.

WAITING LISTS

Once the maximum number of students has been enrolled for a class, a waiting list will begin. A student will not be placed on a waiting list until they have completed the enrollment process. All paperwork and fees will be held until the student is placed. If the student is not placed, the fees will be returned.

ENROLLMENT FEE

The **NON-REFUNDABLE Enrollment Fee** is assessed per student, per year, and must be paid in its entirety prior to the beginning of class. This fee includes but is not limited to consumable materials, software license, training material, use of technology and other facilities. All supplies and materials covered by the Enrollment Fee remain the property of Harbor Academy.

TUITION ASSISTANCE

During the hard economic times, there are times when a family is financially restricted. Harbor is very appreciative of these delicate situations, and though there is no tuition program assistance at this time, we try very hard to work out a plan. For families in these situations, we ask you to please carefully consider any sacrifices you can make in your lifestyle and budget to allow your child(ren) to attend. Our school is a non-profit organization and is staffed by great families making a tremendous financial sacrifice to provide children with the education they deserve. Because we keep the tuition at such a low cost to help all families, Harbor has very limited funds and feels a tremendous responsibility to be good stewards of the tuition that many of our families pay at a great personal sacrifice. However, we do realize that certain circumstances arise for some families which would prevent their child(ren) from attending, or continuing to attend, Harbor Academy. Should you have concerns of this type, please see our Administrator.

ADDITIONAL FEES, FINES AND CHARGES

The goal of Harbor Academy is to cover all necessary expenses through enrollment and tuition fees. In order to keep tuition low, extracurricular programs may require additional funding, for example, a class may decide to participate in a project or field trip. These situations require special approval by the Administrator, and will have a notice sent to parents.

Although participation in most activities is included in the Annual Tuition Fee, students may be required to pay additional fees or charges for such things as competition entry fees or travel expenses, etc.

All students are encouraged to properly care for electronics, textbooks, workbooks and other school property. If a book, accessory or equipment is found to be damaged (including marked, adjusted or colored in any way) the parents will be charged the cost necessary to replace the book, equipment or accessory. Additional materials fees will apply to students who abuse school supplies.

Additional late fees, fines and charges may be assessed as approved by the Administrator for items such as damaged or broken property, failure to adhere to policies, failure to observe rules and warnings. In addition, Learning Center students may have additional fees for participation in accelerated programs or for repeating of programs or curriculum.

There may be students or families that require more attention or testing academically, emotionally or physically than is covered by the standard tuition. Like all other non- public system schools , Harbor is not federally funded for any special services, regardless of the diagnosis, so additional fees will apply.

ATTENDANCE

Attendance at school provides a student with classroom experience, which is composed of participation in class activities and direct instruction conducted by the teacher. The instructional program designed by each teacher is a progressive and sequential experience. Social interactions, behavior modifications and structure is also a great part of a student's instruction. It is an experience that requires attendance, and is required by law. For those students participating in the off campus programs please see "Off Campus Handbook Addendum"

The State Board of Education Law states schools are required to inform all parents that law #21.04 states students are allowed 15 days of excused absences per school year. Parents may be fined or required to appear in court. Truancy is the absence from school for any reason without the

knowledge and consent of parents and/or school officials. Truancy is a violation of state law and, therefore, is considered to be a most severe violation of school policy. Parents will be notified and the student shall be subject to legal procedures, suspension or expulsion.

Students that do not arrive at school will be considered an absence. Each absence will be considered excused or unexcused. EXCUSED ABSENCES include personal illness, serious illness in the family, death in the family, court appearances, pre-planned and approved absences or absences due to “acts of God”. It is the responsibility of the parents to contact the school to secure the student’s assignments for that period of time.

Parents are required to notify the school before 9:00 a.m. so that we will be able to notify the teachers. This is not optional; we must be informed of each student’s status during the school day as required by law. This could affect the student’s academic status.

ABSENCES:

A student with an excused absence will be given a reasonable time frame to complete assignments and exams missed due to the absence. If the work is not turned in within the reasonable time frame, the student may be given a zero (0). The authority for determining the legitimacy of an absence rests solely with the school Administration. Consideration is always given in case of severe illness and other severe circumstances.

We want to encourage families to spend time on educational trips, but not every student can handle the time away from structure. Planned Absence form must be filled out and turned into the school office two (2) weeks before an absence due to a family trip, etc. The Administration reserves the right to approve or disapprove this request depending on the status of the student. Please understand that every student is still required to complete the full course load of work in order to receive credit, so goals must still be fulfilled in order for credit to be given to students.

Truancy is against the law, therefore, unexcused absences are unacceptable and will be dealt with on an individual basis. Depending upon the severity of the reason for being absent, the student shall be subject to suspension or expulsion.

ARRIVAL AT SCHOOL/TARDINESS

Opening exercises begin at 8:00 a.m. For safety purposes we cannot allow students to be on campus before 7:45 without a parent present except for those students in an early arrival program Students must go *directly* to the designated area upon arrival.

Being late is disruptive and disrespectful to other students and the teachers. After three tardies the child will receive an in house detention at the discretion of the Administrator and teacher. There may be a charge for detention to cover the cost of the teacher's time. WEATHER, TRAFFIC, AND CAR POOL ISSUES ARE GENERALLY NOT ACCEPTABLE REASONS FOR TARDINESS. Parents (or drivers of car pools) are responsible for getting students to school on time. If your child has not arrived in their office/classroom by 8:15 a.m. opening, he/she is TARDY. This includes all students Pre-K-12th grade. All students that are tardy must be signed in at the main office by a parent and will not be permitted in class without doing so.

Three tardies constitutes one unexcused absence.

All students are required to attend school-sponsored productions and class programs. Failure to do so may affect the entire production. Harbor will give clear expectations of any upcoming production or mandatory attendances.

COLLEGE VISITATION

We encourage college visits for students 10th grade and above. Students are responsible for making up all assignments missed. If visit is parent sponsored, please submit to request to office at least two weeks prior to the visit for permission and procedure.

GRADING SYSTEM

Progress reports are sent home **as needed** during each nine (9) week reporting period. For Pre-K through Twelfth grade, weekly folders are also sent home requiring parent signature. Parent signatures acknowledge that the parents have received the report. If at any time a parent has a question or concern about the status of their child's grades they may contact the office. *For students that are using our online curriculum, parents may check the status of progress at any time.* Your student's login information is available to you through the office and will be sent home at the beginning of the year.

Teachers will notify parents at any time during the grading period if a student is in danger of receiving a failing grade. Parents must be vigilant to communicate with teachers concerning their child's academic progress. It is a team effort to provide each student with the training they need to complete their destiny.

Progress Reports will be given at the end of each nine (9) week reporting period. Please see the current school calendar for designated report card dates. ***Note that credit for a course is based upon completion; not time spent working.***

ACHIEVEMENT TESTS

High School students, grades Nine (9) through Twelve (12), will be provided guidance concerning the PSAT, SAT, ACT or other necessary testing and informed of where and when they may be taken. Harbor Academy will inform parents of the dates for the PSAT, as this is a required test for all students. Parents are responsible to sign up their student. It is the parents' responsibility to sign up their 11th and 12th grade students for the SAT or ACT tests. You will need to visit www.collegeboard.com for more information. Should your child require special accommodations for these tests, it is the parent's responsibility to initiate these with collegeboard since they are the only ones that can approve these accommodations. We will assist in this, but

collegeboard must have parent's request.

Other achievement tests may be administered to students should there be a need for further assessment. Because this is a major event for most students, and are not the only means necessary to assess academic achievement, we do not automatically require annual testing for students. We are constantly assessing our students, so they are being challenged without frustration.

HOMEWORK

We have not found an advantage of requiring homework for the sake of work. We would rather students spend time with family, and use the time to study or memorize work. If your child has struggled with diligence or other issues that day, and has not finished the daily work, he/she may have homework assigned to complete the daily assignments. Daily notification will be provided to the parents on the daily goal sheet given to the students for signature. If a daily goal was not completed; it will be highlighted, and is expected to be completed at home. Parents are encouraged to log in to their child's online curriculum as well. This is the best way to know what was done that day, and if there is an upcoming test. Homework may also be assigned if a special assignment is given, to reinforce class work, or for reasons of enrichment and creativity (i.e., science projects, research papers, writing assignments, etc.) Please know that students that come to Harbor behind grade level will be able to catch up if they complete work at home.

Your child should have a definite time and place to do homework. This area should be free of distractions and interference. The amount of time required to complete homework varies from day to day and from child to child. Depending upon the level of the subjects, students may have more homework. Generally, Harbor Academy provides adequate time in the classroom to finish daily assignments.

Each student has enough time during the school day to finish their goals so if your child is spending an excessive amount of time on homework, please set up a conference with the teacher. Homework is the only opportunity for incomplete work to be finished, so it is vital that parents require their students to complete it, and monitor their progress. When a student comes to school without homework done, they will be required to call parents. This helps to prevent the accumulation of assignments; and the student getting behind.

If assignments are turned in late, teachers have the flexibility to determine the penalty which may include detention resulting in a detention fee. However, the student may receive a grade of zero (0). It is very important that students learn good study habits and responsibility in completing assignments on time.

FIELD TRIPS

Teachers are encouraged to take their class off school grounds for classroom enrichment and to broaden their students' educational experience. In order for a student to participate in a field trip, he/she must have earned the right to do so. This means a student must show that he/she is responsible and will obey the rules that are necessary to have a safe and successful field trip. Teachers may set requirements that will need to be fulfilled, depending on the nature of the field trip. Each student must have a signed permission slip on file. There will be instructions given for each field trip, and we ask that you adhere to them in order for things to go smoothly. If there is a request for disposable lunches; this means that EVERY part of the lunch will need to be disposable. Many places we go do not allow for students to carry around things, and a teacher cannot carry everyone's stuff and take care of the kids too. Please do what you can to make these trips enjoyable for all by following every rule.

Parents, we sincerely appreciate your participation in field trips - we can **ALWAYS** use extra help supervising the children when they are off campus. (And your child LOVES having Mom or Dad along to share their new experiences!)

Any variance of dress code on field trip days will be at the discretion of the Administration. We ask that any volunteers helping on the field trip also follow the same dress code that is required of the teachers. Harbor Academy shirts may be worn for all trips that do not require other specific attire.

NOTE: For safety purposes siblings will not be allowed on field trips or off campus projects.

COMMUNICATION AND SUPPORT

Harbor Academy believes it is very important for the school and the home to work together in the educational process. Many families are used to other school systems, which may be different in the communication process. We provide a daily goal sheet that will be clear on your child's status. It is imperative that parent's be proactive to let us know if there are questions or concerns about a student's status. The state does not provide aids or specialist to coordinate with parents and students, so it is important that if you do not receive a goal sheet or weekly folder; you call the office and let us know as soon as possible. We will assume you are getting the daily and weekly information unless you notify us otherwise.

The school communicates with the home in a variety of ways, which include the following:

Email - This is our primary mode of communication and we will do as much as possible through this means. Please notify the school office immediately of any changes. **We must have a correct email address on file for all parents at all times.** Any email communications from parents to the school may be sent to: teacher's first initial and last name @harboracademy.org Please allow 24 hours for weekday response. If it is an emergency, please call the office 512-219-5673.

Friday Folders - Each week you will receive a folder on Friday that will contain important papers and information from the office and classroom. You will also receive a school newsletter that will keep you well informed. Please sign and return the folder by the next day. This system relays vital information and it is imperative that you give this your time. Please return folders the next day, with signature.

Report Cards - issued after 1st and 2nd semester; will state acquired course credits

Progress Reports - issued at anytime of concern for students with poor grades or poor work habits *(It is our philosophy that parents need to know of any problems before receiving a report card.)*

Telephone Conferences - calls made by teachers, counselors, or administrators

Personal Conferences - initiated by either the home or the school. Please remember that the chief responsibility of an instructor during school time is their class; so "impromptu conferences" cannot be not allowed. When a parent wants to visit with an instructor, please call the office and make an appointment. It is also helpful to send a note to instructor in the red folder if you want to communicate instructions or information.

Special Mail-outs

Special Called Meetings and/or Letters-Parent Orientation is mandatory for all parent/guardians. There will also be other information meetings and trainings throughout the school year to help student's success.

PTF meetings (Parent-Teacher Fellowship)- There will be parent class representatives for each learning center, and quarterly meetings. All parents and teachers are members of the PTF.

PARENT / GUARDIAN CONDUCT

There are many family situations at Harbor Academy. We ask that regardless of the family dynamics, every adult family member honor and respect the role that Harbor Academy plays in the life of each student. Should there be disagreements that cannot be worked out; we ask that they be discussed with the Administration and not the student. It is our experience that many students have had unnecessary stress by being included in information that they are not equipped to handle. It is confusing for young people to be put in the middle of adult dynamics. Students have a tendency to state their perspective on situations; so please assume the best of Harbor, and we will promise to do the same when we hear stories too. We try very hard to communicate with parents, but there are times that you may need to clarify what your child has told you if is in contradiction to written policy.

If your family finds that you are not able to comply to this handbook, please schedule a meeting as soon as possible so we can rectify a situation in the best way possible. When a child gets in the middle of confusion, they are affected in many ways, and are not mature enough to clarify their confusion. Please keep this in mind as you are tempted to share editorial comments out loud.

Threats, abusive language, and/or disrespect by a parent/guardian, family member, or friend of a student toward any Harbor Academy employee may result in the dismissal of the student and/or legal action. We understand that emotions can run high however we ask that all parents prayerfully consider their words and actions and the effect of those beforehand.

TUTORIAL HELP

Students sometimes need additional help in a subject. The first place to turn for help is the teacher of the course. Most teachers at the school are willing to give extra time to students who are conscientiously trying to improve. Students may also be paired with peers who understand the material and can help. Most students who are struggling need only a little extra time to bring them to an understanding of the material. Parents of students with severe deficiencies may need to seek additional tutoring or medical services. The Administration may be able to provide names of providers of the service needed. The Administration must be notified when outside tutoring is being considered and the tutor must confer with the teacher of the class in order to coordinate objectives and methods. It is imperative that the Administration be aware of any student receiving outside tutorial help, medical intervention or therapy. Harbor Academy will also need to be notified of any change of medical or therapy provider.

RETENTION

The teacher's professional judgment will be a major factor in determining retention. Parents will be asked to have a conference with the Administrator and teacher regarding retention. The primary academic goal of Harbor Academy is the success of every child, and success is based on emotional maturity and the ability to accomplish requirements at their grade level. In some cases, a student may not have learned some basic skills or may not have reached the emotional maturity level required. Both of these areas are great determining factors. We will work closely together in deciding the proper course of action to take, with the final decision resting with the Administrator. We will always assess the student's ability to complete expected academic goals, emotional maturity, and self control. There will be sometimes that a student may be able to be promoted to the next grade academically, yet not be ready for another learning center. We will work with parents to create a plan that allows the best for all students to accomplish their greatest achievements.

DISCIPLINE POLICY

The discipline policy of Harbor Academy is designed to encourage responsible behavior and to teach students the value of making good choices. Good behavior ensures a classroom environment in which children can learn academically and socially. Harbor Academy seeks to balance instruction, correction, punishment and rewards, all of which are essential elements to prepare students for adulthood.

After students have been given the opportunity to learn the class rules and adjust to the routine, the teachers will begin to enforce the discipline policies. We have an awesome, positive way of handling discipline in our classrooms. Each teacher will chart the daily behavior of their students with incentives for good behavior.

Harbor Academy always desires to be fair in our judgment and in any action we take in disciplining children. While each situation is different, it is essential for us to maintain your faith, trust and support as we purpose to treat each child fairly and appropriately. We use a great deal of discernment when we assess a circumstance involving each student. Not everything is treated as rebellion, but most require some training. Our goal is to prepare each student to perform at their best in the “real world”, using self control and appreciation for others.

We have found that positive reinforcement reduces behavioral problems. Behavioral problems are addressed immediately, with an assessment for the reason. If a problem continues, or is a cause for concern, the Administrator may be called in to help and parents will be notified.

If a student is sent to the Administrator the child may be instructed to call his/her parents (unless other contact is listed) at work to explain their offense. If the behavior persists, both the Administrator and the student may talk with the parents to determine the appropriate discipline.

A student may be sent directly to the office, without second or third chances for the following: cheating, lying, stealing, bodily harm to another child or teacher, spitting, inappropriate language, blatant disrespect toward any teacher, destruction of school property, or when the student refuses counsel from teachers. **Anytime** a student is sent to the Administrator for a serious offense, a Notice of Concern may be sent home which will require the signature of a parent.

Students may come from environments that exposed them to emotional and physical outbursts, bad language, intimidation, sexual openness, drugs and other negative values that we all wish were not a part of the educational setting. These behaviors will not be tolerated on or off campus. Harbor is here to make a positive influence on this world, and has found that there is no

benefit in allowing bad habits and peer negativity to thrive around those who are here to make a better future for themselves. Please keep this in mind as you discuss proper behavior expected at Harbor with your children. There are many choices of schools that will allow student's to enjoy their own way, but we have not found this to be the successful way to prepare good leaders. Here is a list of some of the offenses that will be addressed immediately and action will be taken, pertaining to degree, as deemed fit by the teacher, and the Administration. This is in no particular order of level of offense and not limited to on campus :

- public display of affection
 - excessive horseplay between students
 - rebellious attitude
 - dress code violation
 - abusive language, profanity, suggestive language, dirty jokes, etc.
 - grumbling or complaining
 - disrespect for authority or peers
 - fighting (verbally or physically)
 - dishonesty
 - excessive disruption
 - acts endangering the safety of self, students or staff members
 - abuse, destruction or vandalism of school property
 - sexual misconduct
 - violence
 - obscenity
 - leaving campus during school hours without permission from staff (regardless of permission from the parents)
 - possession of a weapon, or a perceived weapon
 - possession of pornographic materials, written or electronic
 - intimidation, threats or aggressive behavior regardless of age or intent
- Possession, use, or discussion of drugs, on or off campus verbally or written

Harbor Academy is a Drug Free School Zone therefore it is against the law to discuss, possess or use tobacco, alcohol, illegal substances and paraphernalia on campus or any area affiliated with Harbor Academy permanently or temporarily. Harbor is required to call law enforcement officials when there is any suspicion.

It is understood that not all gross misconduct can be noted; therefore Harbor Academy has the absolute right to determine other forms of misconduct. Searches of persons or lockers, desks, purses and automobiles by the Administration *with a witness* may be an option when there is reasonable suspicion that inappropriate materials or substances are in the possession of a student or students. If there is reasonable suspicion that a student has used or is using illegal drugs, a drug test, at parents' expense, may be required prior to that student's continued attendance at Harbor Academy. No non-school approved locks will be permitted on lockers or any other personal property.

Students, when admitted to our school, become identified with Harbor Academy and the school may be judged by the conduct of its students. All parents and students must understand that in order for Harbor to maintain its high standards, we reserve the right to discipline, suspend or expel a student who is guilty of misconduct by intent or association on or off the school campus. This includes social networking sites and blogs including, but limited to Facebook and MySpace. This applies to parents in connection with Harbor, it's students, staff, and other parents. Regardless of the intent, words that are written or spoken can be very damaging, and can cause irreparable harm. Harbor will be vigilant to protect against this, as would be expected in a safe environment. This is not on campus specific; nor does it preclude family members.

We reserve the right to check for inappropriate activities and encourage the parents to do so as well. In all cases, the heart of the student will be the major component in disciplinary decisions.

CHEATING

Cheating includes (but is not limited to) copying homework, handing in another's work, plagiarism in research papers and compositions, unauthorized assistance on tests or quizzes, scoring violations, and tampering with curriculum in any form including diagnostic or computer. It involves misrepresenting information and/or taking information from another source and presenting it as one's own. Harbor Academy has a **zero tolerance** policy for it. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. The teacher frequently reminds students of the consequences of cheating. The Administrator has the authority to assess each situation. Cheating may result in the suspension/expulsion of the student from Harbor Academy.

If it is determined that a student has indeed cheated, the following actions may be taken:

1. Cheating is a violation of honor. Cheating and leadership do not go hand in hand therefore if the student holds any sort of leadership position in a club or class, or is a member of an athletic team, the student may lose the position and the student will be **disqualified for Honor Roll**.
2. The student may receive a zero (0) on the assignment and may be required to repeat the curriculum. Material fees may apply.
3. The Administrator will be notified and a parent conference called.

CELL PHONES and ELECTRONIC DEVICES

Students are **ABSOLUTELY NOT PERMITTED** to have cell phones on their person during school hours. There will be a cell phone basket located at the front desk in the main building, for each student to leave during school hours. They may pick them up on the way out, after dismissal.

They may **NOT** keep them in their purse, coat, backpack or locker. If the student drives, phones may be locked in their car until dismissal, otherwise they must be left in to the main office upon arrival. Cell phones that are seen or heard during school will be taken. Students may be charged a \$10.00 fee to have their phone returned or may have phone left in the possession of the Administration for a period of 10 days.

Parents who need to get an important message to their student may contact the school office. We will relay an urgent message to your child as soon as possible. **Students will be allowed to use the school phone for emergencies at the discretion of the office.**

Electronic devices such as IPODs, MP3 players, CD players, handheld game devices, etc., are generally not allowed on campus. However these items may be approved on an individual basis by learning center instructors. Should students qualify for music, they will be given music guidelines per learning center. When on campus, electronics and phone contents may be examined, and any inappropriate materials found may result in further disciplinary action

Laptops must be registered and approved for use **BEFORE** allowed on campus. All electronics must be registered as well, and no browsers are allowed except for approved laptops.

Music may be allowed in certain learning centers, and every student must follow proper procedures including having parent fill out music form, before staff or admin approves. Music can be a wonderful way for students to concentrate, but some students are negatively affected by certain types. These are considerations pondered with approval processes.

Computer accessories (mouse, keyboard, pad etc) must be registered and approved before use. Headphones must be labeled and comply with

computers.

Harbor is not responsible for any electronics or accessories. Care needs to be taken for all the equipment.

Harbor has a lot of technology and accessories which are fragile. It is imperative that all students show care when using all of the equipment. Students are responsible to replace any equipment that is defaced or broken.

GRIEVANCE POLICY

From time to time, parents may have concerns or issues that must be addressed. We ask the parents to follow the procedures set forth in this policy. We feel that this is the best way to handle any concerns, as it keeps communication open to facilitate and quickly resolve the area of difficulty.

1. If the grievance is in regard to a classroom situation, method of teaching, or teacher/student interaction:

a. Parents must first talk with the teacher if you have a question or concern and attempt to come to a conclusion. This should be done by appointment or e-mail.

b. If parents are not satisfied with the results, they may share their concerns with the Administration by appointment or e-mail.

c. It is never acceptable to discuss your grievance with another parent, teacher or staff member first. "I just want your opinion" is not a reason to do so. It is also unacceptable to discuss your grievance with another parent prior to discussing it with the teacher. Our teacher's deserve the utmost of respect and honor as do you.

2. If the grievance is in regard to the policies or structure of Harbor Academy, or other areas overseen by the Administration:

a. All grievances should first be made in writing and submitted to the Administrator.

b. If parents feel that they received an inadequate response, they may request a meeting with the Administrator. A meeting will be arranged with all parties present.

If, at any time, a parent feels they can no longer support the school, it's Administration and all policies outlined in this Handbook, the parent should immediately request a meeting with the Administrator.

If dissension continues and parents have not voluntarily withdrawn from the school and if the Administrator feels this matter cannot be resolved to the mutual benefit of both parties, Harbor Academy reserves the right to request that the parents remove their child(ren) from the school. In either case, tuition and fees are non refundable.

STUDENT GRIEVANCES

It is extremely important that students learn the correct method for resolving conflicts with other students or with teachers or the Administration. The first thing that should occur is for the student to address the person (directly and confidentially) that they are experiencing the conflict with. If the concern

continues, then the parent may step in to help. If the student needs assistance in deciding how to address the issue, he or she may at any time speak to the Administrator. In training for leadership, it is vital that students understand that breaking a rule or policy, nor refusal of work is not the way to have a policy changed. They are encouraged to be proactive with solutions and critical ideas as to the policies that affect them.

EXPULSION

We realize the seriousness of expelling a student. If, after working with the school, a student and his parents refuse counsel or are not able to eliminate behavioral problems, the student may be suspended or expelled. If suspension/expulsion results from violation of the discipline policy, the family of the suspended/expelled agrees to remove all grounds for any liability against Harbor Academy, all full time or part time faculty members, and anyone else affiliated with Harbor. Parents are responsible for any damages, and there is no refund of fees or tuitions.

Re-admittance to Harbor at a later date will depend upon the student's attitude and circumstances at the time of re-application, and also upon the seriousness of the misconduct. The school retains the right to refuse re-admittance to a student who has exhibited gross misconduct and/or disrespect at home or in the community during the suspension period.

HEALTH AND ACCIDENT INSURANCE

Harbor Academy does not carry insurance for student injuries. Medical and Accident Insurance are the responsibility of the parents. Harbor Academy and tenants/owners of off campus destinations will not be held responsible for any liability or expenses incurred as a result of any injuries sustained while your child is in our care. This includes school hours, field trips, after school activities, etc. In addition, **Harbor Academy, and tenants/owners of off campus destinations** will not be held responsible for any liability or expenses incurred as a result of any injury sustained off campus if your child has left the campus, authorized or unauthorized.

ILLNESS

Harbor Academy recognizes the desire for every child to be as healthy as possible and works to prevent the spread of illness. We are also required to follow the guidelines of the State of Texas, regardless of parent circumstances. Students who become ill during the course of the school day will be sent to the school office. The student will be observed and their temperature taken, unless the reason is due to an accident or injury. If it is the judgment of the administration that the student is indeed ill, or if the symptoms prevent the student from remaining in the classroom, the parents will be contacted. Harbor Academy has no provision for the care of sick children; therefore, students must be picked up immediately upon notification. All students will remain in the school office until picked up.

Please keep your child at home until he/she has been free from illness or any elevation of temperature for 24 hours WITHOUT the aid of medication, or until cleared by a physician. Students who are sick are not productive and expose the whole school to illnesses. Many students are able to work off campus if

arrangements are made.

Because emergencies do happen, One parent must be available by phone for the school to contact at all times. In the case of extreme emergency, all instructions given on the Emergency Contact Form will be followed if possible. Should the need ever arise for EMS to be summoned, they will make the call as to if and to what hospital a child should be transported, it is usually the closest one to the student's location.

If we are unable to reach a parent, we will begin calling persons listed on your emergency contact form. In completing your Enrollment paperwork, please be sure to list people who are usually able to pick your child up in the event we cannot reach the parents.

MEDICATION

If at all possible, medication should be administered by the parents at home. If your child needs to take medication during the school day, we **MUST** have parental authorization on file before we can dispense any medications including "over-the-counter" medication of any type or prescription medications.

ONE EMERGENCY DOSAGE OF PRESCRIBED DAILY MEDICATION MUST BE KEPT AT HARBOR ACADEMY AT ALL TIMES AND REPLENISHED IF USED. IF A STUDENT HAS MISSED THEIR REGULAR AT HOME DOSE AND DOES NOT HAVE A RESERVE DOSE AT HARBOR, PARENTS WILL BE CALLED TO EITHER BRING IT IMMEDIATELY OR THE STUDENT WILL BE SENT HOME.

Due to the individuality of each student, Harbor Academy cannot supply medications, including Tylenol, Advil, Pepto-Bismol, Tums, etc. All medication that may be needed at any time needs to come from the home.

For all medications, prescription or non-prescription:

1. Written permission has been given by the parents authorizing the school to administer medication to the student. Forms are available in the school office.
2. "Over-the-Counter" medication must be in its original container with dosage information. The student's name should be written on the medication package as well as the date to discontinue medication. This includes all "over the counter" medications.
3. Prescription medication must be in its original container with prescription number, date filled, physician's name, directions for use, and child's name. Asthma inhalers will be kept in the school office as well.
4. All medications must be brought directly to the school office by parents. Do not put medications in lunch boxes or give them to the

teacher.

5. All students taking daily medication must have at least 1 emergency dose kept at the school at all times. Parents will be notified when the medication is low and needs to be replenished, or if the student forgets to take their daily dose of medication at home.

REPORTING CHILD ABUSE

In accordance with state law and school policy, school staff is required under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. Harbor Academy is required to report even if the information is from another parent or a student shares the suspicion with ANY Harbor representative.

In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

ATTENTION DEFICIT (HYPERACTIVITY) DISORDER OR OTHER LEARNING CONCERNS

Harbor Academy genuinely seeks to help students diagnosed as having ADD (Attention Deficit Disorder), ADHD (Attention Deficit Hyperactivity Disorder), Autistic Spectrum, Sensory Disorders and Neurological challenges; however, we must know, during the interview process, your doctor's evaluation of your child if he/she has been diagnosed with either ADD, ADHD or any other learning or neurological disorder, or if there is any suspicion that your child may have any type of learning disorder or neurological disorder.

If your child exhibits behavior associated with ADD, ADHD, Autism or any other learning or neurological disorder, we may require that your child be tested and evaluated. We require, within 30 days, a copy of these evaluations for our file, as well as the doctor's written recommendation of behavioral management for your child.

If your doctor has recommended medication or dietary restrictions for the welfare of your child's emotional and academic growth, and you decline to follow the doctor's instructions, your child may not be permitted to continue at Harbor Academy.

Success has been achieved primarily because the parents follow their doctor's orders COMPLETELY and support the teacher and the school. In some instances, this student's only hope of having their mind and body work successfully together depends upon medication. Harbor will work to ensure proper evaluation and assessment is done for each student. Just as many students have been able to reduce their medication as have been placed on medication therapy.

Diagnosis of any learning challenge is especially beneficial when begun in the lower elementary grades to ensure the student's success in future years. The earlier the diagnosis is made, along with treatment, the greater the chances are of success. Once a child has been recommended and is going for evaluation, the school should be able to supply the doctor with the Classroom Scale Learning/Behavior Evaluation and general assessment from that student's teacher and school counselor. Harbor Academy may not accept a doctor's evaluation unless the physician has reviewed our teacher's evaluation as part of the physician's overall diagnosis. Upon completion of the physician's diagnosis, the school must receive a copy of the final evaluation *within 30 days*.

A child with ADD/ADHD or any other learning or neurological concerns, medicated or non-medicated, will be required to comply with all discipline policies as stated in this Handbook. We may not be able to accommodate all behaviors in the learning center.

In accordance with our Educational Philosophy, a child who continues to exhibit unmanageable behavior, disrupting the classroom environment or has academic difficulties beyond our resources may be referred to another setting for treatment.

IMMUNIZATIONS

A current record of immunization is required as part of your enrollment process. Texas State Law mandates that each child entering school have certain immunizations and it is the legal responsibility of the parents to insure that children's immunizations are up-to-date and meet the standards of this law. Please contact your physician if you have any questions. Some parents are opposed to having their children immunized against some or all diseases. In this case, you must provide proof that you have legal consent for exemption. If your doctor feels that any immunization could be harmful to your child, please bring a written statement from your doctor stating which immunizations he is advising against, why and for how long. Please note that as with any child environment, an unimmunized child will be in contact with other children who are immunized, but may be carriers of certain diseases or certain conditions. Harbor takes precautions and depends on parents to help prevent the spread of illnesses, but cannot be held responsible when they are. There may be circumstances where Harbor Academy may reserve the right to refuse admission for non-immunized children.

HEARING, VISION AND SCOLIOSIS SCREENING

Vision and Hearing screening is required for children age 4 and students in grades Kindergarten, 1st, 3rd, 5th, 7th, and 9th each calendar year. Also, screening is required on all new students regardless of their grade. Screening is encouraged but not required for 2nd, 4th, 6th, and 8th grades.

Scoliosis screening (for abnormal curvature of the spine) is required for children in grades 5th and 8th, and encouraged but not required for grades 6th, 7th and 9th.

To assist parents, this screening is made available during school hours each year.

Parents are responsible for the associated cost. Parents may also have the screening done elsewhere. However, a copy of the actual results (not simply "Pass" or "Fail") must be submitted to the school by the scheduled date of the school screening. Results of this screening will be provided to parents.

PARENT TEACHER FELLOWSHIP Required Attendance

Parents are the mortar of Harbor Academy, and as a parent you will share in the privilege of shaping your child's education. Every Harbor parent is a member of the PTF. This is the perfect solution to being an involved part of your child's school and receiving consistent and up-to-date communication. It is also the best way for our families to get to know one another and be well informed of school issues.

PTF meetings provide a wonderful opportunity to share your vision for the school and help develop a plan for future goals and experience success together. ***You are Harbor Academy, you determine the success.***

PTF meetings are regularly scheduled and will be announced in the school newsletter. **At least one parent from each family is required to attend the PTF meeting** so that you can participate in decisions which best serve your child and the school. Our preference would be attendance by both parents, but we understand "school night" issues and babysitting situations. For our single parent families, we require attendance every other meeting. If childcare is a concern, please contact us in advance and we will do our best to assist for a nominal fee.

Tuition fees do not cover all expenses of running a school. To keep costs as low as possible, **both parents are strongly urged to commit to at least three hours of volunteer work each month.** There are many opportunities to serve during school hours, evenings or on weekends.

Some areas which need your help are:

Fundraisers	Teacher Appreciation events	School-wide
Building maintenance	Lunch Monitor	Home-room parent

To find out which opportunities best match your skills and schedule; you can attend PTF meetings, talk with the Volunteer Coordinator and watch the weekly newsletter. Please carefully study these areas and find the opportunities where you can serve.

Our parent organization, PTF, is the heartbeat of our parent partnership. PTF's mission is:

“To partner with the Administration and Staff in a positive relationship. As the Administration leads, sets goals, and ensures proper funding, PTF will be a helpmate to the Administration and staff. PTF will assist in whatever capacity is necessary to achieve its goals, serving the school at large, while submitting itself to the Administration.”

To be an effective helpmate, PTF seeks to:

- Serve the Administration, Teachers, and parents
- Facilitate school needs and fulfill as many of those needs as possible
- Evenly spread the work of PTF across the entire Harbor parent community
- Be financially accountable to the Harbor community

BAD WEATHER CLOSING OF SCHOOL

Students at Harbor Academy typically have to travel the same streets and under the same conditions as students of the Leander ISD. Therefore, Harbor Academy has adopted a policy to follow the decisions made by the Leander ISD in regard to closing the school due to weather conditions.

Please refer to local news stations for information on Leander ISD school closings (KTBC 7, NEWS 8 AUSTIN, KVUE 24, or KXAN 36, KEYE 42).

As soon as we know that school will be cancelled, a message will be placed on the school answering machine. Due to the demographics of our student body, there may be some situations in which Harbor Academy may make the decision to close before LISD makes an announcement. We will make every effort to notify the above listed news entities but the best way to check our status is to check the school answering machine. Each parent must assess their own conditions too.

For the safety of our students, families and school personnel, if bad weather begins during the day or if there is a threat of weather conditions that could

hinder the safe pick-up of students, parents will be called and asked to immediately pick up their children.

GENERAL HOLIDAY INFO

HALLOWEEN – Harbor Academy does not recognize or observe Halloween, nor are students allowed to have celebrations advertised or planned on campus. We ask that the families that do, be aware some children at Harbor are adversely affected and be sensitive to their feelings.

THANKSGIVING - This is a wonderful opportunity to teach and encourage thankfulness. There will be time off for this great time of family gatherings. Some of the classes may have a special celebration. Parents will be notified if this is planned.

CHRISTMAS - We enjoy this season and encourage our students and families to celebrate and appreciate the wonderful reason for this tremendous season as well. Our classes will enjoy a variety of fun activities and celebrate before the Christmas break which may include exchanges of small gifts. Each class decides on the gifts, and are encouraged not to spend much if anything. In order to prevent hurt feelings, we discourage large gifts or intimate exchanges on campus. Though it is not against any Harbor policy, please be aware that some families do not participate in “Santa Claus.” and like all social areas; classmates may discuss some of their beliefs and facts.

We request that any candy or goodies received by your children for any of these days or any days not listed be left at home. We realize that they get excited and that they want to enjoy or share what they have received but we desire for all edible items brought to school to be nutritious. Occasionally, teachers may request that parents supply goodies for class parties or celebrations. Otherwise we ask that sugary snacks are not sent to school.

LUNCHES AND SNACKS

As of now, there are no lunches that are prepared on site, so students must bring lunches' and snacks. All ages benefit from having a snack brought for morning or afternoon. However please note that many "fruit" items like fruit roll ups do not contain fruit or contain very little nutrition and are not acceptable items for snack. Snacks should be given for sustainment, and not just a dessert.

There are many students that attend Harbor that are greatly affected by corn syrup and fructose, so candy and colas can really be a challenge at school. We ask that parents use caution when packing snacks and lunches. Very few children are not negatively affected by sugar or caffeine intake as well as red dyes, it will show in their schoolwork and behavior. Red food or drink items are not to be sent with your child.

Please be aware of the sugar that is in all the foods that are sent with your child, calculate the amount being sent with your child. Children who are allowed sugar and caffeine at the start of the day will crash at school, and it is very hard to get them on task. Energy, coffee, and relaxation drinks are not allowed in school, and are tremendously discouraged as they have been found to cause irreparable harm and even death for those under 25.

The quality of breakfast, snacks, and lunch will equal the productivity of the student without exception.

RE-ENROLLMENT

Current Harbor families are given priority during the early enrollment period of February 1st-March 15th. Enrollment will then be open to all families, and current students cannot be guaranteed a spot. Please keep in mind that although there might be a situation that will mean your child may not be returning, each student must be encouraged to finish out the year strong. So many times, a student finds out they will be transferring and will give up on trying to finish. This does not only affect them, but their classmates and instructors. Should there be a situation that causes a family to need to transfer, we ask that you make it clear to administration first, so we are able to help support the process. We truly have the child's best interest in mind, and understand that choices cannot always be prevented.

DRESS CODE

Harbor Academy has a responsibility to keep our students focused on education and provide the best possible environment for their success. Our dress code is designed to eliminate the morning hassles, give some choices yet reduce inappropriate situations. The dress code should help our children view each other without bias and remove the potential for non-productive attitudes towards learning. Based on our experience; when parents/guardians do not support us and allow their children to push the limits or break the dress code it sets up resentment, confusion and harms the success for students. Parents, we strongly feel that we have made the best possible consideration to our dress code. **If it is questionable; save the added stress from the classrooms and staff, PLEASE, DO NOT ALLOW IT!** The kids and instructors need to focus on education, not fashion trends. ***Note: Harbor reserves the right to approve, disapprove or change dress code requirements as is deemed necessary.***

Shirts

Shirts can be button up, polo, golf or dress shirts of any solid color, or simple print, free of pictures or wording. Graphic t-shirts may be worn only on casual days; see below. Shirts do not have to be tucked in if neat, but **Shirts must fit appropriately** - not excessively large and **not tight fitting** (if skin can be seen while doing any school activities it is not appropriate). Shirts must be long enough to stay tucked in or completely cover all of the stomach area during regular movement (sitting, bending, stretching or reaching). Undershirt may be worn but outer shirt must remain buttoned and must still fit correctly. Low necklines and sheer (see thru) shirts are not allowed. If shirts get too sloppy or offensive, the ability for non-collared shirts may be revoked. Though the current style for ladies shirts is tight and small, please understand this is not allowed for our campus. Please make sure every student has an extra approved shirt to store in their locker, should they mistakenly wear the wrong one. This prevents having to call home.

Pants

Students may wear jeans, shorts or uniform style pants. NO HIP HUGGERS, BAGGY PANTS, SKINNY JEANS OR THOSE WITH HOLES WILL BE ACCEPTED. Shorts or Capri pants are acceptable if they are at least knee length and uniform in type and properly fitted, **not tight**. Cargo pants or shorts are allowed though **large** pleated, **baggy** pockets are **NOT** safe and are unacceptable. Pants and shorts with FLAT pockets will be allowed, this includes cargo and board shorts. Tight knit pants/leggings are not considered acceptable pants. No writing or pictures on the backside of pants will be permitted. Any loose pants or shorts must be worn with a belt. Underwear or skin must not show above pants waistline at any time, especially while bending. Holes, tears and bad wrinkles are not acceptable in any clothing.

Skirts/Skortts

Young ladies may wear skirts, jumpers, or skortts which are knee length or below the knee. They must be properly fitted meaning not tight fitting or revealing, and not worn with the waistband around the hips. Girls are urged to wear shorts underneath jumpers or skirts for modesty when playing on the playground. Please keep in mind that Harbor is co-ed and has multiple ages.

Shoes/Socks/Hosiery

Because of the rough terrain, shoes should be casual or tennis shoes only. **No sandals, boots flip flops, or open toed shoes will be permitted (even dressy style).** Socks must be worn. Socks must be modest and appropriate for school. Thigh high, fishnet, lacy, or other attention catching hosiery is not permitted. For P.E., tennis shoes that are properly fitting and tied (secured) are the only shoes allowed, no slip on shoes. Shoes may be taken off in the learning center, if deodorized, and socks must stay on.

Coats, Jackets, Sweaters

Solid color Jerzee style zipped jackets or sweaters are approved for the learning center, and can have a small amount of print/wording. Students will not be allowed to wear heavy coats, jackets, or hoodies, etc., in the classroom.

Physical Education Day

Classes will have designated P.E. days. PreK – High School students may wear solid color (navy, gray, or black) mesh, nylon or cotton loose fitting basketball length shorts and a solid colored gray, navy, or black, t-shirt. (No logos, graphics or emblems, besides HLA on any clothing items). During cold weather, students may wear gray or navy blue; **loose fitting**, Jerzee type sweats over their shorts (no nylon warm up suits).

Students enrolled in P.E. should wear the P.E. clothing all day, though if needed, a change of clothes may be brought. Properly tied (secured) tennis shoes are the only shoes allowed during P.E. **All students must bring a water bottle to stay properly hydrated.** Students in Middle/High School are encouraged to bring deodorant and a clean shirt to change into after the class. Please note that showers are not readily available, so upper school athletics is scheduled for later in the day.

Students not totally and appropriately prepared for P.E. will sit out and will receive a zero (0) for that day's grade.

Casual Day

Fridays can be casual days that are earned by students. Graphic T-shirts may be worn on these days only and must be properly fitted and free of pictures or wording that is offensive in any way. There may be other casual days, if earned, at the discretion of the Administration. Notification will be sent home

to parents on the occasion that these days are allowed. Standards may tighten if problems arise with choices.

AGAIN, PLEASE APPRECIATE THIS DRESS CODE AND THE ADVANTAGE OF NOT HAVING A UNIFORM. IT IS OUR DESIRE TO GIVE STUDENTS FREEDOM, BUT STAY STRUCTURED.

About Hygiene:

- 1. 5th grade students and up must keep deodorant wipes and a fresh shirt in their lockers at all times.**
- 2. Pre-K – 12th grade students must keep a complete change of clothes at school, including undergarments and socks, these can be a PE set. This is critical since it is not uncommon to have a student of any age fall, spill, tear clothes, get wet outside, etc.**
- 3. Students should not wear perfume or cologne due to others with allergies. This includes scented lotions.**
- 4. We ask that parents work with their teens to become aware of proper hygiene. Poor hygiene can affect student relationships in the classroom.**

Every Day Dress Code Notes for Parents:

- All student's blouses and shirts must be long enough to cover entire stomach and back or remain tucked in during all activities of the school day.**
- All clothing should be neat in appearance. (i.e.: clean, in good repair and not wrinkled or torn)**
- Violations to the dress code may include: requiring the parent to bring a change of clothes, a loss of privileges, and an unexcused tardy or absence.**
- Parents, please check lengths and condition of shirts, skirts and all other clothing items before bringing your student to school. You are responsible for your student's adherence to school policy. Parents may be called and asked to bring the correct clothing to the school. Students will not be allowed into class or activities until properly clothed.**
- High school students will have use of a shower, should they**

need to shower before going to work or college classes.

Hair Code

- All of our students need to be conscientious about their personal hygiene and keep their hair clean, groomed and neat. "New wave hairstyles or multi-colored hair or unnatural color (white, bleached, red, green, blue, etc.) will NOT be acceptable.
- Young men: **if hair is long enough to be pulled back, it must be.** Hair must be **completely out of the eyes and not cover your face.** It needs to be well groomed, and not shaggy. Tall spiked, "Mohawk", "Tail" shaved styles, or other distracting styles are not acceptable. No symbols may be shaved into the hair. In addition, young men are to be clean shaven. No beards, mustaches, goatees, soul patches, or long sideburns.
- Young ladies: hair must be styled, out of the eyes and face. If necessary, hair needs to be clipped or pulled back in order to keep off face or out of eyes.

Make-up and Jewelry

Due to the sensitivity that some of our students have to fragrances, the spraying or applying of perfume, cologne, or scented lotions by boys or girls in the vicinity of other students is not allowed. Cosmetics and hair spray must be modest, and not done in class. Jewelry must be modest and if worn, may include no more than two rings per hand and one necklace or bracelet. Watches may be worn but arm bands will not be permitted, this includes any colored jelly bracelet. Only girls may wear earrings, no more than three earrings per ear, with no ear bars, discs, gauges, spikes or other thick earring. Chains hanging from clothing are not permitted. Only girls are allowed to wear nail polish (one color at a time). Long nails are not appropriate. **Body piercing and tattoos are discouraged and not allowed to show at any school function.**

Because of our varied enrollment, accessories and other personal articles showing styles that promote social culture, sects or discrimination are not acceptable. This includes but not limited to; gangs, skulls, zodiac signs, rainbows, heavy bling, Nazi or any other article that references a gang or rebellious lifestyle. The Administration has the right to judge each case individually.

Harbor Academy

Parent/Student Responsibilities Agreement

Parent Responsibilities:

1. Parents should support and lift up the students, faculty, and staff.
2. Parents should learn school policies and cooperate with the school in seeing that children cheerfully obey the rules.
3. Parents are responsible for having their child at school on time and for picking them up on time.
4. Parents should support the authority of teachers, staff, and extracurricular leaders.
5. Parents should support the discipline administered by the school.
6. At least one parent of each student should attend all parent meetings.
7. Parents should fulfill financial obligations. Tuition payments are due the 1st of each month. After the 3rd of the month, there will be a \$25 late fee. A thirty day delinquency is grounds for dismissal from Harbor Academy. Be aware that tuition pays only a portion of the actual cost of their children's education, and give when possible.
8. Parents are responsible for their child's education. Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework and long-term assignments. Parents should feel free to consult with the teacher about any question relating to the homework assignments.
9. Any parental dissatisfaction with any aspect of Harbor Academy is to be dealt with promptly and directly. Talk to the person involved; please see "Grievances" in the Handbook.
10. Harbor Academy expects full cooperation from both parents and students in the student's education. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and the standards of Harbor, whether or not there is any definite breach of conduct, he/she may be requested to withdraw.
11. If a child suffers from a medical problem which causes the child to be disruptive, the Administrator of the school may call a conference with the parents and find a suitable solution. If the recommended solution is not followed by the parents and they have made no attempt to correct their child's behavior, the school reserves the right to dismiss the child permanently.

12. Hostile behavior or vulgar language by a parent or student toward a Harbor employee, student or parent will not be tolerated and may be considered grounds for the student's dismissal from school and or other legal consequences.

We, the parents of

in _____ grade have read both the **Harbor Academy Student Handbook** and the above **Parent Agreement** and agree to abide by policies and procedures outlined in them.

Father/guardian

date

Mother/guardian

date:

Student Responsibilities:

Student Honor Code

I want to be an honorable person who values personal character and honor. I want to live for honor and truth. Therefore I commit myself to the following:

On my word of honor, I shall do my best to be a good citizen of Harbor Academy.

I shall not lie, cheat, or steal.

I shall respect others and their property.

I shall respect and obey my teacher and cooperate fully.

I shall cooperate with all school authorities.

I shall respect the Code of Harbor Academy and seek to bring dignity to everything the school represents.

As a student of Harbor Academy, I will always consider my attendance here a privilege provided by people who love me and care about my education. Therefore I agree and commit to the following:

1. I understand that my conduct in as well as outside of school should be that of one who is striving to live an honorable life.
2. I understand that this means I will actively look for ways to promote Harbor Academy and not act in ways which would bring dishonor to me and the school.
3. I will seek excellence in academics and all other endeavors.
4. I will seek in all situations to show respect for all people including classmates, parents, teachers, and staff.
5. I will not cheat or plagiarize.
6. I will take care of my school and comply with all policies and regulations as outlined in the Harbor Academy Student Handbook.
7. I will strive to be a good steward of school property. I will cheerfully assist in maintaining a clean and orderly campus.
8. I understand that regular attendance and preparation is mandatory.
9. I understand that honorable standards of morality are expected of me both on and off campus, and I agree that failure to abide by those may result in dismissal from Harbor
10. I understand the need to communicate when I am having problems fulfilling my obligations, making poor choices, or need counsel and support.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Harbor Leadership Academy Student Technology Contract

Students use the Academy's computers/network and Internet connection for educational purposes only. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil criminal liability. Prior to accessing the Internet at school, students must sign the Student Technology Contract. Parent permission is required for minors. Smooth operation of the Academy's Network relies upon users adhering to the following guidelines. **The guidelines outlined below are provided so that users are aware of their responsibilities.**

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned *Ignitia* account. **Use of another person's *Ignitia* account/password is prohibited. Students may not allow other users to utilize their passwords.**
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet/computer to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Academy policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

G. Students are expected to abide by the following generally accepted rules of Network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Academy's computers/network. Do not use obscene, profane, vulgar, explicit, defamatory, or abusive or threatening language in your messages.
2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, while communicating on the Internet.
3. Do not transmit pictures or other information that could be used to establish identity without prior approval of the administration.
4. Never agree to get together with someone you "meet" online.

H. Use of the Internet to access, process, distribute, display or print pornography and other materials that are obscene, objectionable, inappropriate and or harmful to minors is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Academy's computers/network (e.g., viruses) are also prohibited.

I. Malicious use of the Academy's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Academy's computers/network in such a way that would disrupt their use by others. Students must avoid wasting limited resources.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

K. Downloading of information onto the Academy's hard drives requires the approval of the administration. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. If a student transfers a file that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

N. Privacy in communication over the Internet and Network is not guaranteed. **To ensure compliance with these guidelines, the Academy reserves the right to monitor, review, and inspect any directories, files and or messages residing on or sent using the**

Academy's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Use of the Internet and any information procured from it is at the student's own risk. The Academy is not responsible for any damage a user suffers, including loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. The Academy is not responsible for the accuracy or quality of information obtained through its services. Information (including tests, graphics, audio, video, etc.) from Internet sources used in student papers, reports and projects should be cited the same as references to printed materials.

P. Student may not bypass any filter blocking program by IP difference or anti filter- ware.

STUDENT TECHNOLOGY CONTRACT

In consideration for the privilege of using the technology, I hereby release Harbor Leadership Academy and their employees, agents, and operators from any and all claims of any nature arising out of my use of, misuse of, or inability to use Network resources. I agree to abide by the rules and regulations of Network usage as set forth herein and as may be added from time to time by HLA. A copy of these rules will be available in the front office.

Student Signature _____
Date _____

As the student's parent or legal guardian, I have read and agree to the Harbor Leadership Academy's "Student Technology Contract" form. I understand that access to the Internet is a privilege provided for educational purposes. I understand that it is impossible for the Academy to restrict access to all controversial material. I hereby release HLA and their employees, agents and operators from any and all claims of any nature arising from the use of, misuse of, or inability to use, HLA's resources. In addition, I agree to indemnify HLA for any fees, expenses, or damages incurred as a result of my child's use or misuse of the technology or technology equipment.

Parent/Guardian Signature _____
Date _____

For student laptops/home use:

I also understand the need for reviewing my child's access to the world and the potential harmful consequences that might incur without protection. I

have reviewed all of the programs, content, and downloads on my child's laptop and approve each and every one. I also agree to monitor its use and content as above. HLA must have on file usernames and passcodes for all computers on campus (to be kept internal).

Parent/Guardian

Signature _____ Date _____

Program _____

Username: _____ Password: _____

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